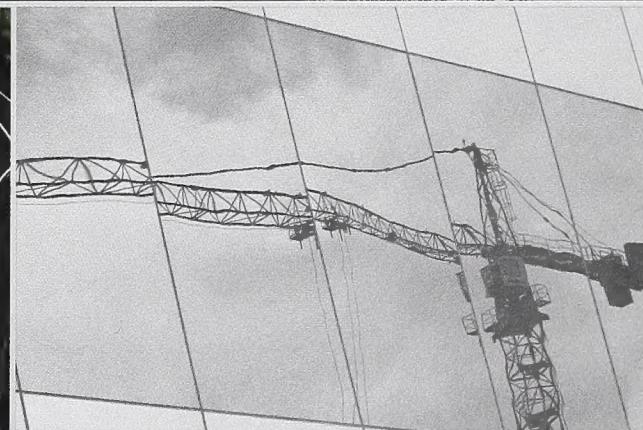
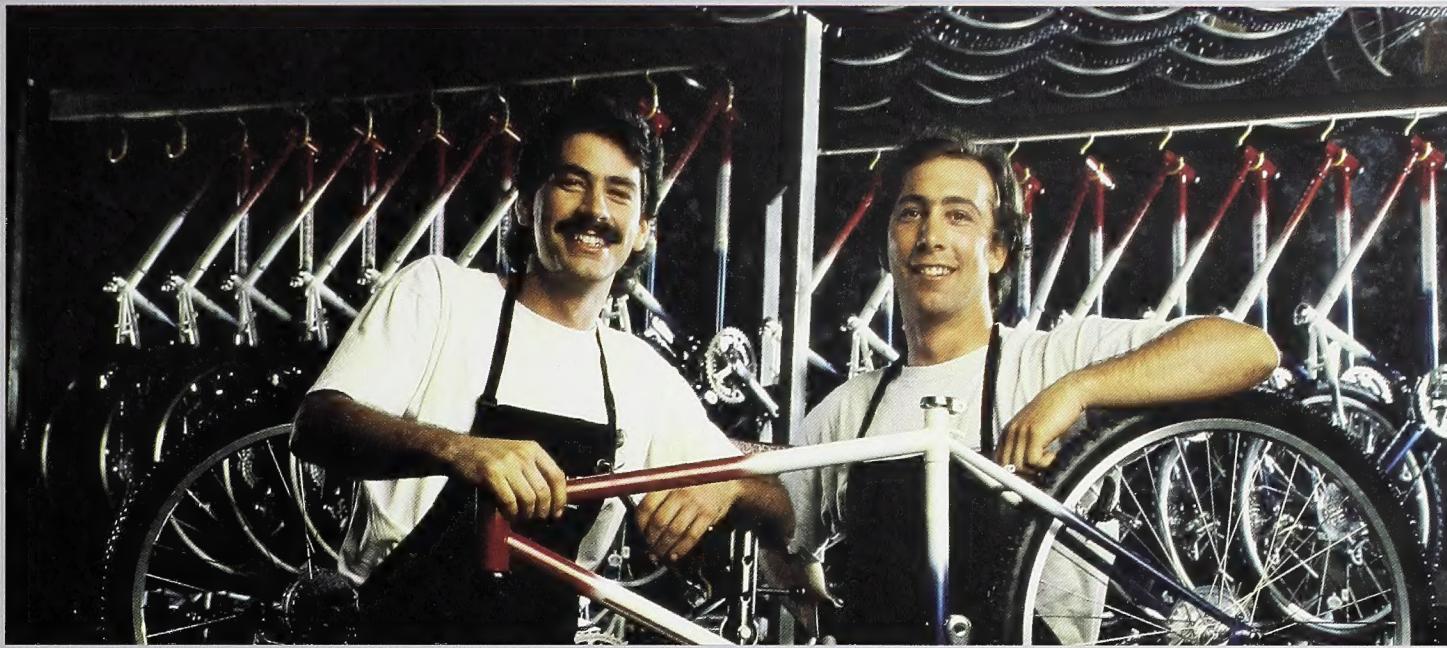


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# Introduction



# Our potential for growth is unlimited.

Alberta is experiencing unprecedented economic growth. In 1998, we had approximately \$47 billion in new projects around the province. Less than ten years later, that number has almost tripled. This kind of dynamic activity in the marketplace demands a labour pool with the right skills and training. Right now, this is a growing challenge.

In 2005 the provincial unemployment rate was 3.9%, which to all intents and purposes means our workforce is operating at full capacity. Meanwhile our working population is aging faster than it can be replaced, global competition for labour is rising and completion rates for post-secondary education in Alberta are falling behind other provinces. Labour and skill shortages in rural areas are intensified by the fact that most new Alberta residents are attracted to urban centres. In order to maintain our economic well-being and quality of life, we must address these issues today.

## Together, we'll build tomorrow's workforce.

People are the shaping force in the new economy. To ensure sustainable growth and prosperity, Alberta's government has developed a ten year labour force development strategy called *Building and Educating Tomorrow's Workforce*. This strategy is designed to enable Alberta's workforce to reach their full potential by advancing their skill and education level, and responding to the changing dynamics of the labour market.

The province's ongoing goals are to develop a high performance workforce, to create stimulating and rewarding workplaces, to diversify our communities, and to tap into and develop under represented groups.

## We provide the tools. You choose how to apply them.

This Toolkit is the first step to providing some of the resources we all need to help accomplish this. Establishing the right environment for business to succeed includes developing publications and websites that may be of assistance to you, then

making them easily accessible and available to employers who want to continue building their companies and industries. A major portion of this means attracting, training and retaining the right people.

### Inform. Attract. Develop. Retain.

This Toolkit contains a comprehensive listing of the information and services available to you. It is divided into sections based on the kind of help you're looking for, with brief summaries of each item or program provided.

**Inform** contains information such as occupational supply and demand data, industry profiles, and labour market statistics.

**Attract** focuses on bringing new employees into the Alberta labour force, including resources on topics such as recruitment strategies, immigration and information directed at tapping into underutilized labour market groups.

**Develop** concentrates on ways to enhance and upgrade the skills of your current employees, including information such as available educational and apprenticeship programs.

**Retain** provides strategies and methods to help keep your current workers engaged, satisfied and willing to stay. Materials include how to keep safe and healthy workplace environments, creating more flexible work arrangements, ideas on delaying the retirement of valuable, highly skilled employees and more.

### Take the next step.

Access the resources listed in this Toolkit by going to [www.hre.gov.ab.ca/eToolkit](http://www.hre.gov.ab.ca/eToolkit). You can also order resources by contacting the Career Information Hotline at:

**422-4266 (in Edmonton)**

**Toll free: 1-800-661-3753 or**

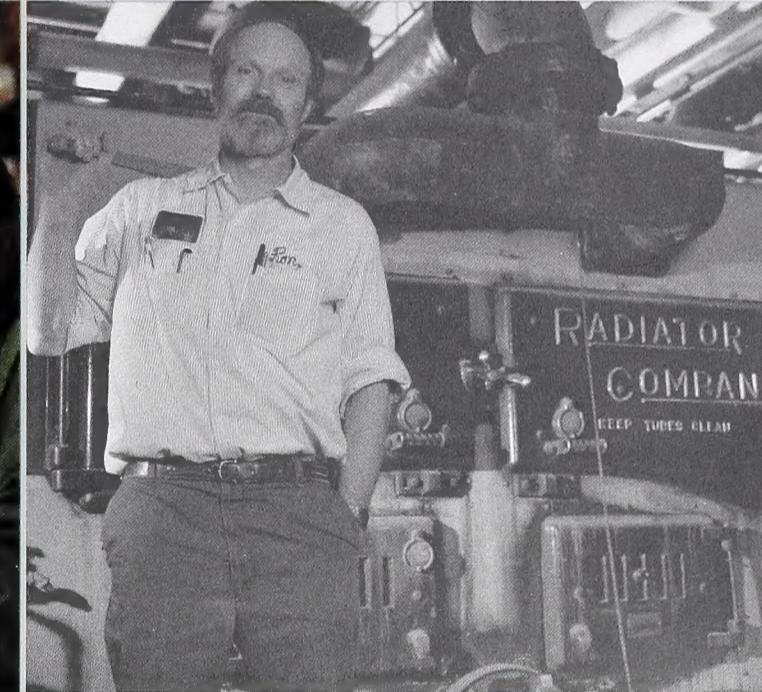
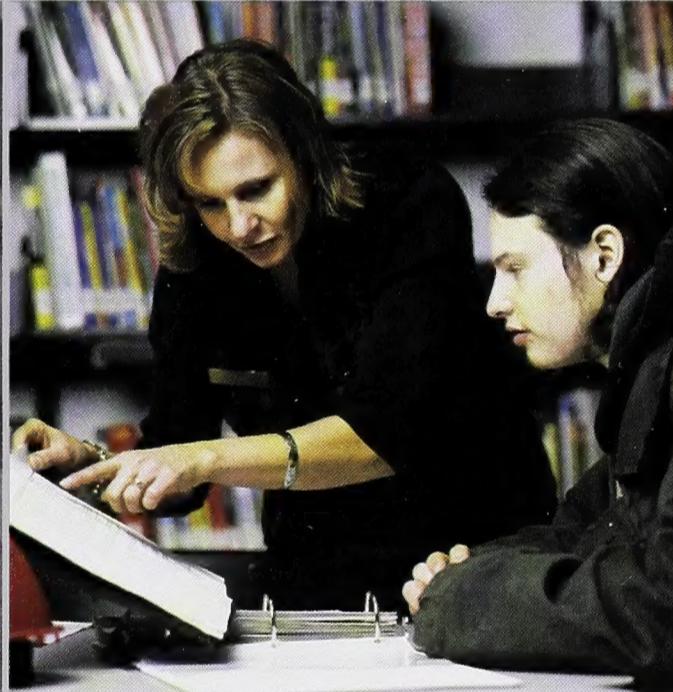
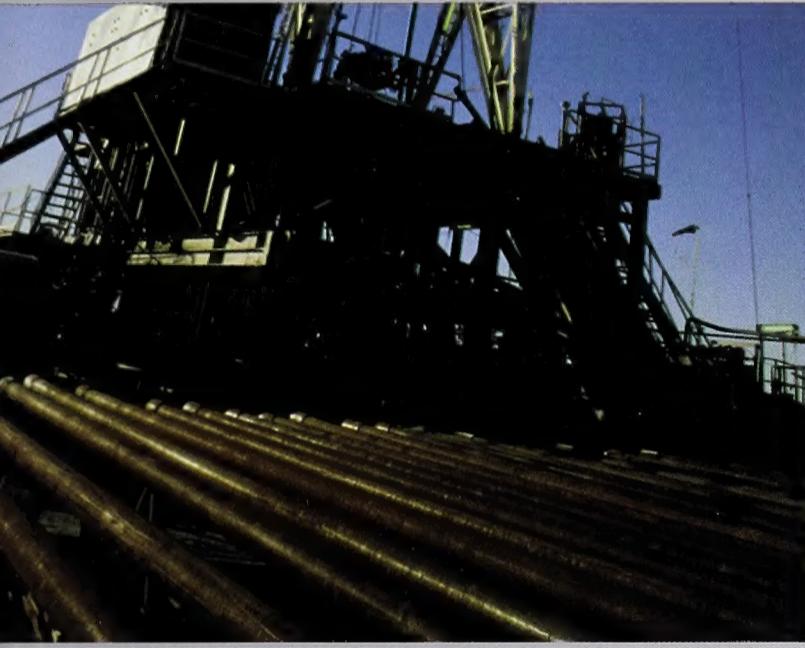
**via email: [hotline@alis.gov.ab.ca](mailto:hotline@alis.gov.ab.ca)**

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Inform



**Industry and Employer Toolkit**  
[www.hre.gov.ab.ca/eToolkit](http://www.hre.gov.ab.ca/eToolkit)

Alberta

## Facts, figures and your future.

Statistics and studies you can use to research the Alberta labour market.

### Information includes:

- Labour market statistics
- Labour market projections
- Profiles
- Health and safety
- Snapshots and guides



## LABOUR MARKET STATISTICS

## 2005 Annual Alberta Labour Market Review

The creation of new jobs, a low unemployment rate and a steady increase in hourly wages made Alberta the place to work in 2005. This review is produced annually to report on Alberta's labour market activity for the year.

**Alberta**  
HUMAN RESOURCES  
AND EMPLOYMENT

the people  
& workplace  
department

January 2006

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# Bargaining Update

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***Summary of Key Alberta Labour Activity***  
*For the month of December 2005*

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Bargaining Update provides a summary of key labour settlements and disputes, economic trends and other factors or events relevant to the Alberta labour scene.

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## Bargaining Update

This document is produced monthly to provide key statistics on labour settlements and negotiations in Alberta.

## 2005 Annual Alberta Regional Labour Market Review

In 2005, Alberta had the lowest unemployment rate in Canada at 3.9%. This publication analyzes labour force statistics for Alberta's eight economic regions.

## Labour Force Statistics

These monthly reports provide Albertans with current labour force statistics and conditions.



**Alberta**  
Labour and  
Workforce  
Development

the people  
& workplace  
department

## Alberta's Ageing Labour Force and Skill Shortages

This document provides statistical information pertaining to the influence of Alberta's ageing labour force and the increasingly low unemployment rate.

WAGEinfo 2009 Alberta Wage and Salary Survey

Alberta  
Economic  
Development

the people  
at workplace  
department

## Highlight Sheet

### Introduction

Alberta Human Resources and Employment with Human Resources and Skills Development Canada, Alberta Economic Development and Alberta Advanced Education commissioned the 2005 Alberta Wage and Salary Survey.

By providing accurate wage data, government helps in busy managers make informed decisions around wages and salaries, and develop competitive hiring policies. Other uses include informed career decisions and initiatives among industry, public and government related to the province's labour force.

The Alberta Wage and Salary Survey is conducted every two years. Over 6,700 Alberta employers participated in the survey, which covers close to 420 different occupations, representing over 350,000 full-time and part-time employees.

Credit must be given to all participating employers and organizations. Their efforts ensure quality wage information is available to all Albertans.

### 2005 and 2003 Survey Result Comparison

The overall average wage rates increased from \$19.36 per hour in 2003 to \$21.39 per hour in 2005, which represents an 8.67 per cent increase in Alberta.

#### Overall Alberta Average Hourly Wages, Selected Occupational Groups

Occupational Group	2003	2005
Call Centre Agent	\$11.80	\$13.00
Heavy Equipment Operator (Digger Crew)	\$12.00	\$13.00
Healthcare and Related Occupations	\$13.00	\$14.00
Industrial Production Workers	\$13.00	\$14.00
Federal Authors and Technicians	\$13.00	\$14.00

Note: This selection of National Occupational Classification (NOC) has a credibility code "A" (highest credibility code).

<sup>1</sup>The NOC 2006 is a classification structure with descriptions of occupational unit groups and occupational titles.

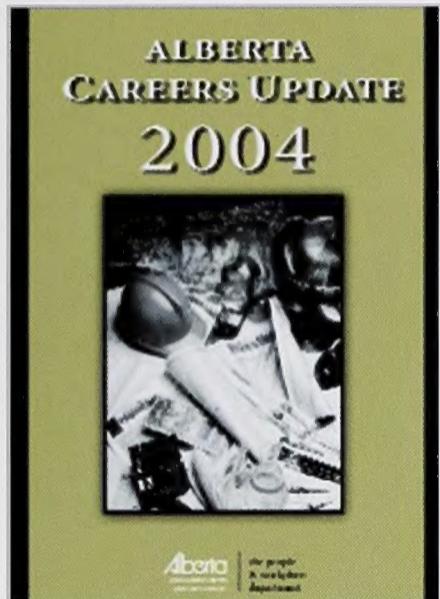
Page 1 of 4

## Wage and Salary Survey

Produced on a bi-annual basis, this survey covers over 475 occupations and provides information on wages and salaries for full- and part-time employees in Alberta by occupation, geographic area and industry group. The survey can help organizations determine pay scales.



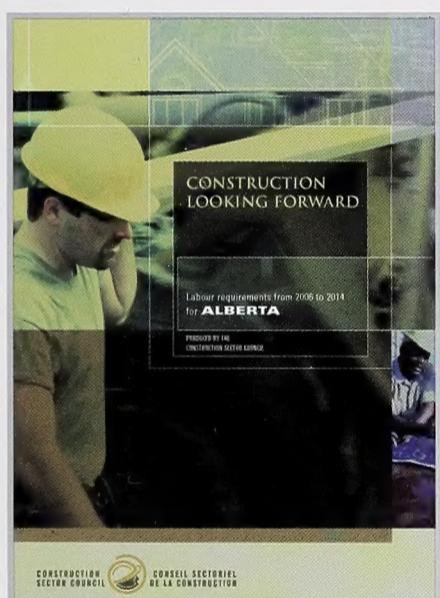
## LABOUR MARKET PROJECTIONS



### Alberta Careers Update 2004

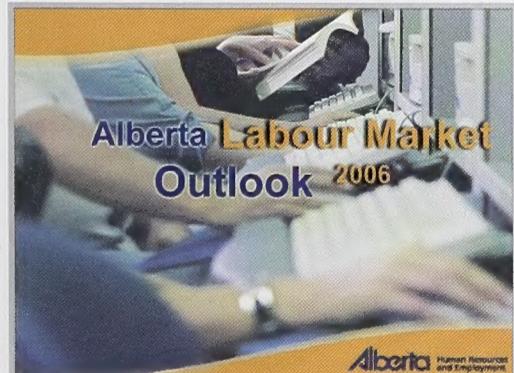
Looking forward from 2004, this book projects the global and provincial trends that will affect Alberta's economy and society. These trends will have an impact on occupations in the province and can affect career planning decisions. An Occupational Outlook section includes projections for over 500

occupations over a five-year period.



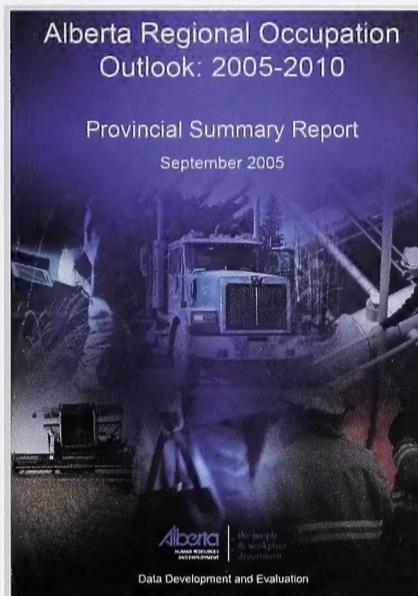
### Construction Looking Forward: Labour requirements from 2006 to 2014 for Alberta

This article projects the labour force requirements of the construction industry in Alberta.



### Alberta Labour Market Outlook 2006

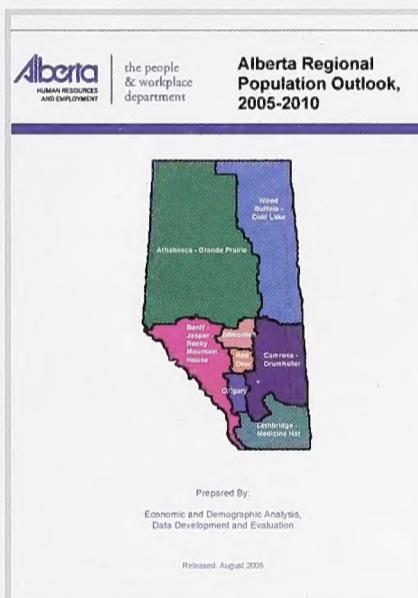
The Alberta Labour Market Outlook powerpoint presentation is produced annually and provides an overview of Alberta's labour market conditions.



### Alberta Regional Occupation Outlook: 2005 – 2010

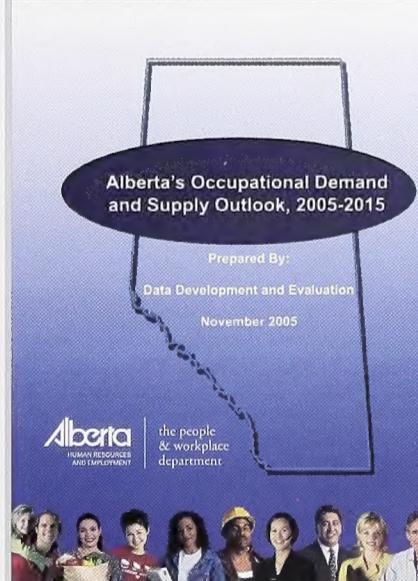
An annual report that provides employment projections for 140 different occupations across Alberta and for the eight economic regions. The forecast summarizes expected employment by industry, occupation and economic region. This document provides

a broad overview of the results of the forecast for the province as a whole. It is intended for audiences at both the provincial and regional level.



### Alberta Regional Population Outlook, 2005 – 2010

This document provides regional population demographic information to assist employers with planning for their future needs.

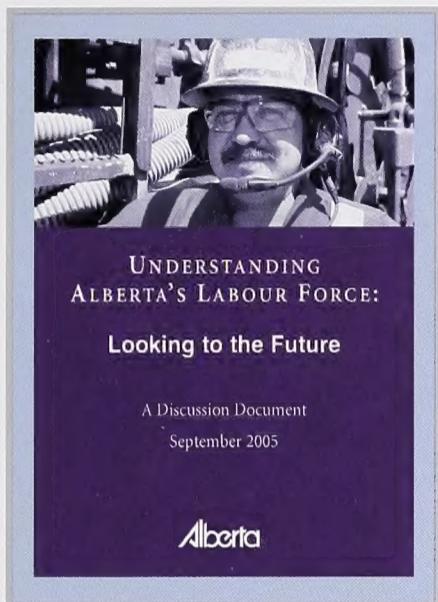


### Alberta's Occupational Demand and Supply Outlook, 2005 – 2015

This document outlines demand and supply for 140 different occupations in Alberta for the period 2005 to 2015. By calculating imbalance between demand and supply, potential future occupational shortages or surpluses can be forecasted. It is meant to assist in decision

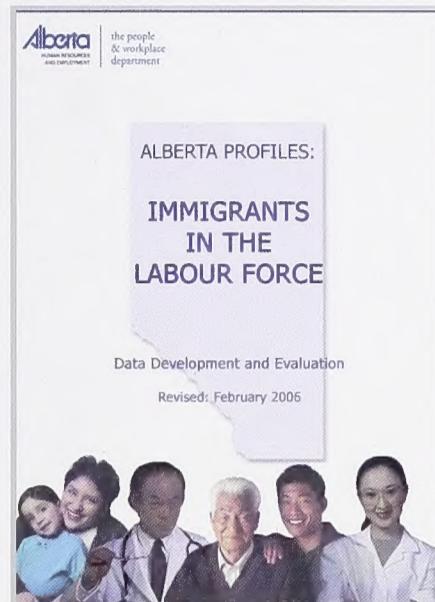
making by providing projections considering multiple sources of information.





## Understanding Alberta's Labour Force: Looking to the Future

This document provides a concise overview of labour market issues in Alberta and, where appropriate, places them in a national or global context. It also addresses selected groups in the labour market and discusses the contribution they can make to meet the challenges facing the labour market.

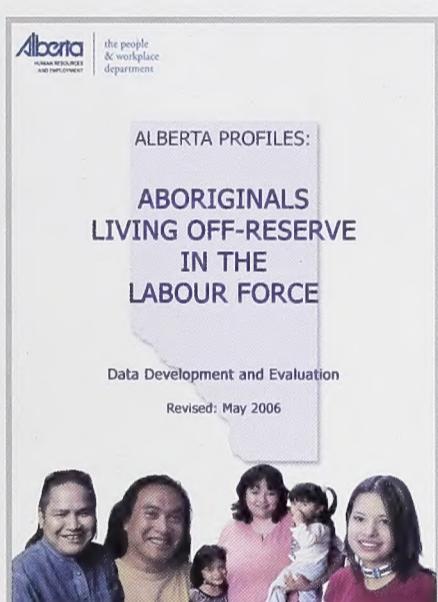


## Alberta Profiles: Immigrants in the Labour Force

The Immigrants Profile provides detailed information about the involvement of immigrants to Alberta in the Alberta labour market. It includes specific labour force statistics, wage and salary information, employment by industry and occupation, education levels,

participation rates, and unemployment rates. This report is part of a series of five profiles on target groups who may face barriers to employment.

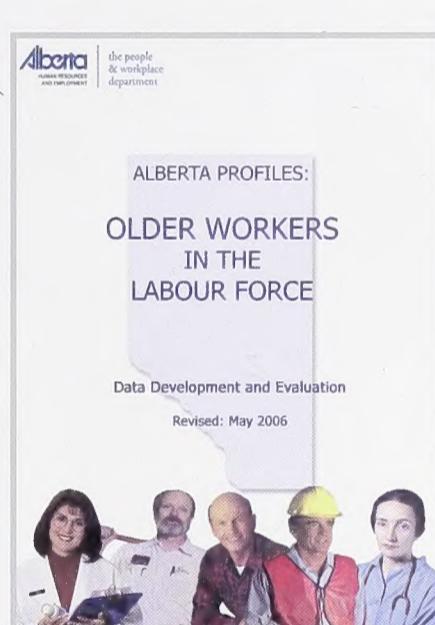
## PROFILES



## Alberta Profiles: Aboriginals Living Off-Reserve in the Labour Force

The Aboriginals Living Off-Reserve Profile provides detailed information about the involvement of Aboriginal Albertans living off-reserve in the Alberta labour market. It includes specific labour force statistics, wage and salary

information, employment by industry and occupation, education levels, participation rates, and unemployment rates. This report is part of a series of five profiles on target groups who may face barriers to employment.



## Alberta Profiles: Older Workers in the Labour Force

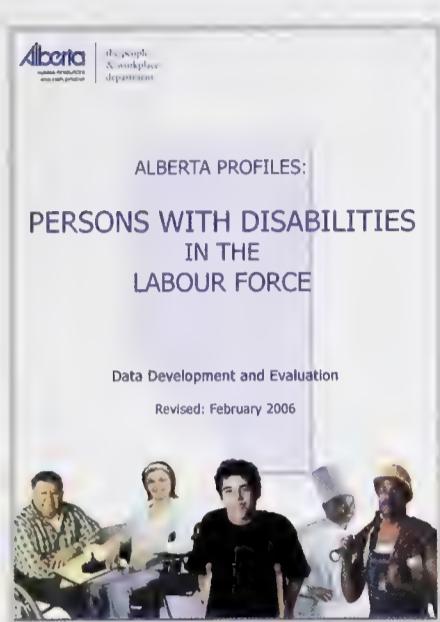
The Older Workers Profile provides detailed information about the involvement of Albertans over the age of 45 in the Alberta labour market. It includes specific labour force statistics, wage and salary information, employment by industry and occupation,

education levels, participation rates, and unemployment rates. This report is part of a series of five profiles on target groups who may face barriers to employment.

Access the resources listed here by going to [www.hre.gov.ab.ca/eToolkit](http://www.hre.gov.ab.ca/eToolkit). You can also order resources by contacting the Career Information Hotline at:

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**Toll free: 1-800-661-3753 or**  
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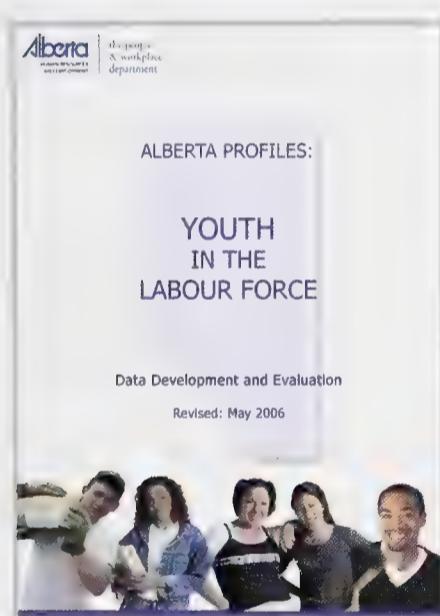




## Alberta Profiles: Persons with Disabilities in the Labour Force

The Persons with Disabilities Profile provides detailed information about the involvement of Albertans with disabilities in the Alberta labour market. It includes specific labour force statistics, wage and salary information, employment by industry and occupation,

education levels, participation rates, and unemployment rates. It also includes information on the types and severity of disabilities and on the unique factors that affect Persons with Disabilities employment. This report is part of a series of five profiles on target groups who may face barriers to employment.



## Alberta Profiles: Youth in the Labour Force

The Youth Profile provides detailed information about the involvement of Albertans between the ages of 15 and 24 in the Alberta labour market. It includes specific labour force statistics, wage and salary information, employment by industry and occupation, education levels, participation rates, and

unemployment rates. This report is part of a series of five profiles on target groups who may face barriers to employment.

## Alberta Profiles: Persons with Disabilities in the Labour Force

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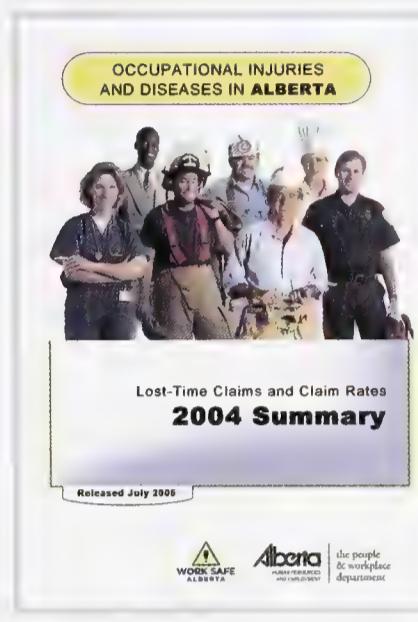
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## Alberta Profiles: Youth in the Labour Force

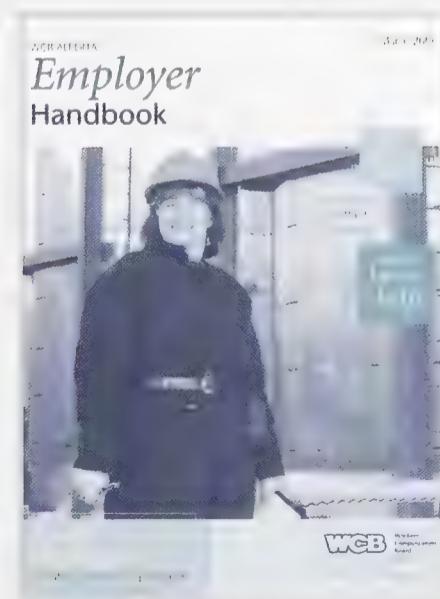
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## HEALTH AND SAFETY



Industries, Health Services Industries, Wholesale and Retail Industries, and Manufacturing, Processing and Packaging Industries.



## Annual Occupational Injury and Diseases in Alberta – 2004 Summary

This report provides a comprehensive summary of workplace health and safety performance and seven sector reports for specific Alberta industry groups. Industry groups include Upstream Oil and Gas, Construction, Alberta Motor Transport Association Industries, Forestry and Related

Industries, Health Services Industries, Wholesale and Retail Industries, and Manufacturing, Processing and Packaging Industries.

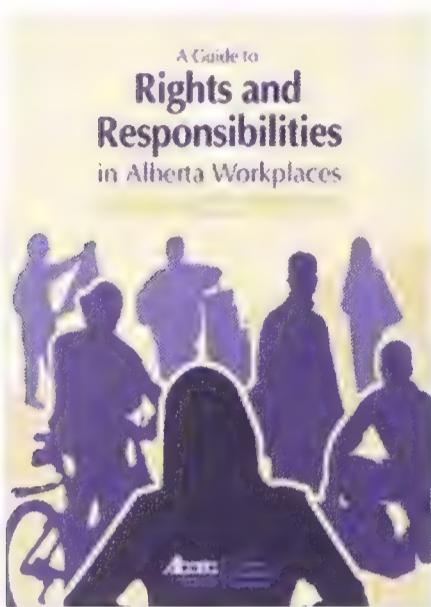
## Health and Safety Tool Kit for Small Business

This tool kit helps small business comply with requirements of the Occupational Health and Safety (OHS) Code. This booklet contains tools and templates to help low-risk small businesses create a hazard assessment, an emergency plan, and workplace violence policy, as well as comply with OHS first aid requirements.

## WCB Employer Handbook

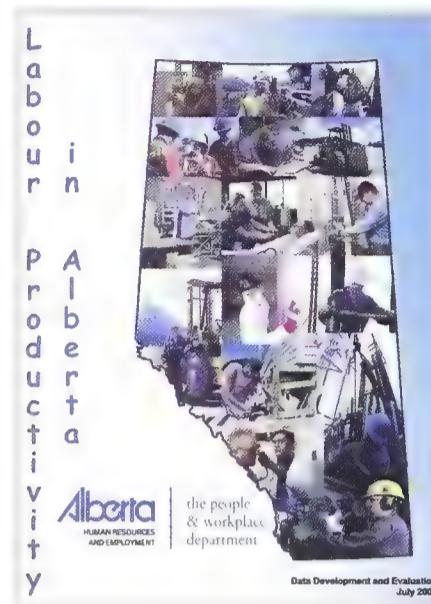
This document provides a summary of workers' compensation coverage, including who is covered and how it works. It outlines the employers' role and responsibilities in case of an incident, from initial reporting through to disability management, return to work and the appeals process.

## SNAPSHOTS AND GUIDES



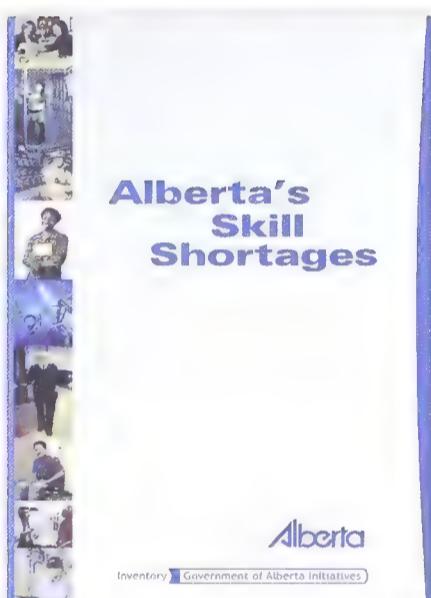
### A Guide to Rights and Responsibilities in Alberta Workplaces

This publication can help you find answers to questions about employment standards, workplace health and safety, labour relations, human rights, Workers' Compensation and privacy of employment information.



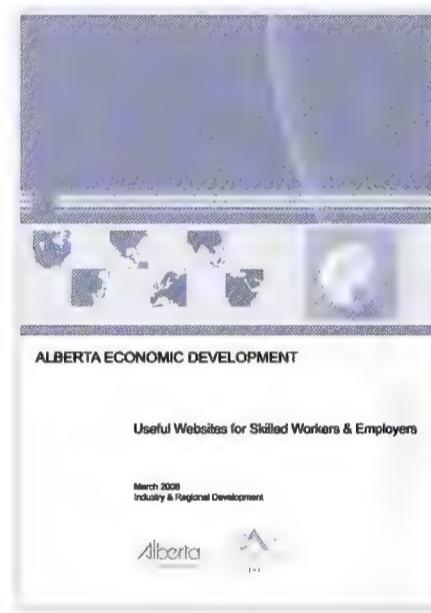
### Labour Productivity in Alberta

This document has been prepared to provide information on the importance of productivity and its effect on economic growth. It presents current information on labour productivity in Alberta and compares Alberta's labour productivity with that of the other provinces.



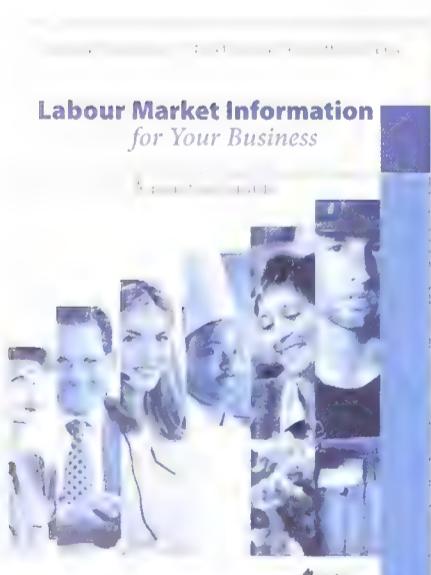
### Alberta's Skill Shortages

This booklet indicates government activities already in place to address skill shortages. The major responsibilities of fourteen provincial government departments are outlined, together with current or approved activities.



### Useful Websites for Skilled Workers & Employers

This document provides a summary of information resources that can be found on the Internet, as they relate to immigration to Alberta, provincial and federal government programs and services, foreign worker readiness programs, settlement services, employment standards, and wage and salary information.



### Labour Market Information for Your Business: A Practical Guide

This publication demonstrates how businesses can benefit from labour market information. It presents a business case for achieving greater productivity by using labour market information, a generic model for researching, analyzing and using such data, case studies that point

out common ways to benefit from labour market information, and the best places to find current, reliable information.

Access the resources listed here by going to [www.hre.gov.ab.ca/eToolkit](http://www.hre.gov.ab.ca/eToolkit). You can also order resources by contacting the Career Information Hotline at:

**422-4266 (in Edmonton)**  
**Toll free: 1-800-661-3753 or**  
**via email: [hotline@alis.gov.ab.ca](mailto:hotline@alis.gov.ab.ca)**

### BUSINESS SERVICES

#### [www.cbsc.org/alberta](http://www.cbsc.org/alberta)

The Business Link reduces the complexity of dealing with various levels of government by serving as a central resource for business information, advice and referrals. Look here for everything from start-up, incorporation, financing and loan programs, to product sourcing, government and private sector programs and services.

#### [www.gov.ab.ca/hre/employmentstandards](http://www.gov.ab.ca/hre/employmentstandards)

Learn more about the laws and regulations governing minimum standards of employment in Alberta workplaces. Click on "Administering Employment Standards" to access comprehensive hands-on training and gain a better understanding of the rights and obligations of employers and employees.

#### [www.servicealberta.gov.ab.ca](http://www.servicealberta.gov.ab.ca)

Click on "Business in Alberta" for information, forms, publications, programs and more from the Government of Alberta.

### COLLECTIVE BARGAINING

#### [www.gov.ab.ca/hre/cba](http://www.gov.ab.ca/hre/cba)

This site includes a search and retrieval system that allows users to find and select collective bargaining agreements for organizations operating within Alberta.

### LABOUR MARKET INFORMATION

#### [www.alis.gov.ab.ca](http://www.alis.gov.ab.ca)

Alberta Learning Information Service (ALIS) is the provincial gateway for career, learning and employment information and services. The website provides employers with information on topics such as labour market trends, employment standards, and workplace health and safety, as well as access to provincial job banks.

#### [www.alis.gov.ab.ca/employment/lmi/alberta.asp](http://www.alis.gov.ab.ca/employment/lmi/alberta.asp)

Access links to labour market bulletins for your area and find a wealth of information about employment trends, economic activities, industry and business innovations.

#### [www.gov.ab.ca/hre/lmi](http://www.gov.ab.ca/hre/lmi)

Everything you need to stay informed about Alberta's growing labour market including labour force statistics, industry profiles, wages, forecasts and more.

#### [www.gov.ab.ca/hre/lmic](http://www.gov.ab.ca/hre/lmic)

Labour Market Information Centres (LMICs) provide employers with information on labour market trends and forecasts, and offer services such as the Canada-Alberta Job Order Bank. Access this website to learn more and find the address of the LMIC nearest you.

#### [www.gov.ab.ca/hre/lmi/lmnews.asp](http://www.gov.ab.ca/hre/lmi/lmnews.asp)

Access region-specific newsletters that profile local labour market information on this site.

### REGIONAL PROFILES

#### [www.alberta-canada.com/regionaldev/regionaleconomicdevalliances/](http://www.alberta-canada.com/regionaldev/regionaleconomicdevalliances/)

Across the province, communities have formed Regional Economic Development Alliances (REDAs) to work collaboratively on economic development issues. REDA websites profile regional economies and contain other information that will be of interest to employers engaged in recruiting employees. These websites also provide a good resource for employees considering relocation.

Access the resources listed here by going to [www.hre.gov.ab.ca/eToolkit](http://www.hre.gov.ab.ca/eToolkit). You can also order resources by contacting the Career Information Hotline at:

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Phone: 422-4266 (in Edmonton) Toll free: 1-800-661-3753 | Email: [hotline@alis.gov.ab.ca](mailto:hotline@alis.gov.ab.ca)

# Attract



**Industry and Employer Toolkit**  
[www.hre.gov.ab.ca/eToolkit](http://www.hre.gov.ab.ca/eToolkit)

Alberta

## **Securing the skills you need.**

Resources you can use to find employees, with emphasis on recruiting a diverse workforce.

### **Information includes:**

- Provincial nominee program
- Temporary foreign workers
- Recruitment and retention
- Hiring workers with disabilities



## Alberta Provincial Nominee Program

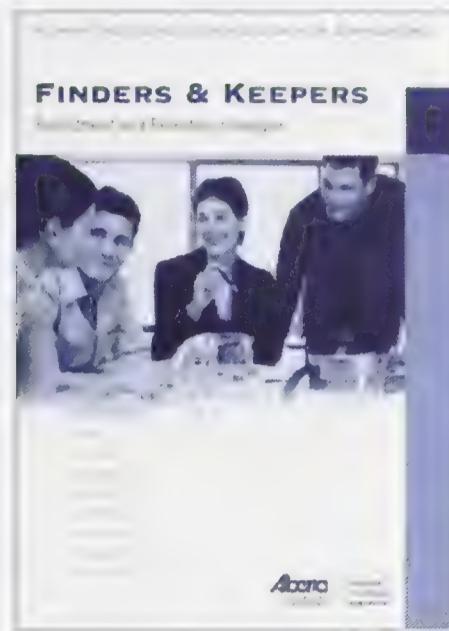
The Alberta Provincial Nominee Program expedites the permanent resident immigration process for skilled workers in occupations designated as critical to the Alberta economy. This brochure provides an overview of the program, benefits of participation, the application process and employer requirements.

To order phone Alberta Economic Development at (780) 427-6375



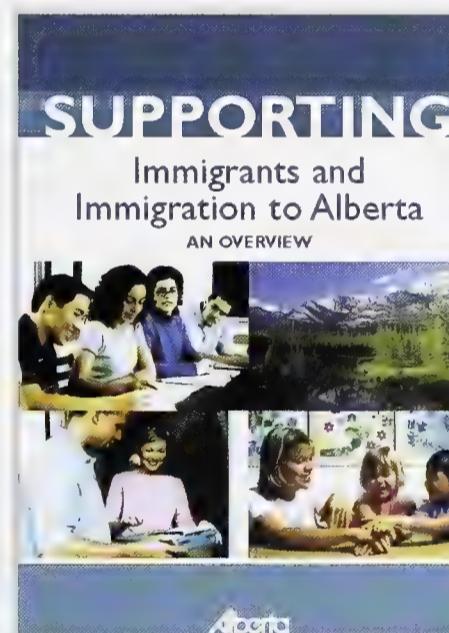
## Diversity: A Strategy to Meet Your Need for Skilled Workers

How do you as a business owner fill shortages of skilled workers? Consider recruiting and retaining a diversified workforce. This book offers a sound business case for hiring Aboriginal workers, immigrants, older workers, persons with disabilities, visible minorities and youth.



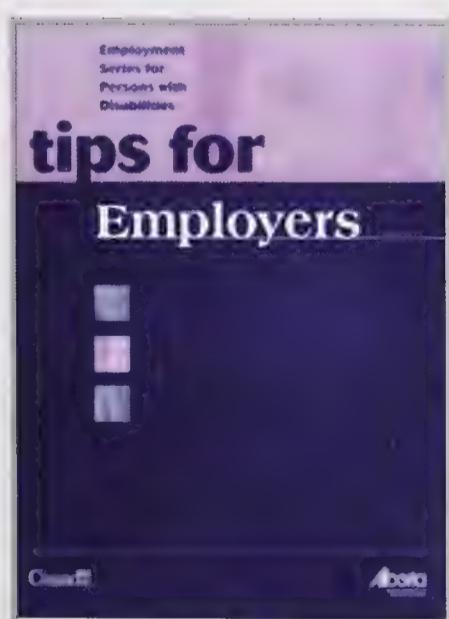
## Finders & Keepers: Recruitment and Retention Strategies

Employers who are able to find and keep valued employees gain the upper hand in today's labour market. Finders & Keepers provides proven strategies and practical tools to help small- and medium-sized businesses and not-for-profit organizations attract, recruit, select and retain employees.



## Supporting Immigrants and Immigration to Alberta: An Overview

This document outlines the provincial government's response to address the strategy of increasing the number of immigrants to Alberta. The policy outlines a coordinated and comprehensive approach to attracting and retaining immigrants to Alberta.



## Employment Series for Persons with Disabilities: Tips for Employers

Today, more and more employers are hiring persons with disabilities. This book provides current and potential employers with a practical business approach, answers to typical concerns and questions, and resources.

Access the resources listed here by going to [www.hre.gov.ab.ca/eToolkit](http://www.hre.gov.ab.ca/eToolkit). You can also order resources by contacting the Career Information Hotline at:

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## BUSINESS SERVICES

[www1.servicecanada.gc.ca/en/gateways/where\\_you\\_live/regions/ab-nwt-nu.shtml](http://www1.servicecanada.gc.ca/en/gateways/where_you_live/regions/ab-nwt-nu.shtml)

This site provides information on region specific services for employers including human resource management, labour and workplace information, partnership initiatives, and funding programs, as well as information on hiring students.

## IMMIGRATION

[www.alberta-canada.com/pnp](http://www.alberta-canada.com/pnp)

Employers unable to fill positions with Canadian residents can apply for approval to recruit foreign candidates through the Alberta Provincial Nominee Program. Learn more about the immigration process and download application forms on this site.

[www.gov.ab.ca/hre/immigration/](http://www.gov.ab.ca/hre/immigration/)

Learn more about *Supporting Immigrants and Immigration to Alberta* – a new government policy to address skill shortages by attracting and retaining immigrants and supporting their successful transition into Alberta's economic, social and cultural life.

[www.hrsdc.gc.ca/en/epb/lmd/fw/tempoffers.shtml](http://www.hrsdc.gc.ca/en/epb/lmd/fw/tempoffers.shtml)

Employing foreign workers can be an essential part of a company's business strategy. Learn more about the employer's responsibilities when hiring foreign workers to fill labour shortages in Canada.

## INCLUSIVE WORKPLACES

[www.ainc-inac.gc.ca/ai/awpi](http://www.ainc-inac.gc.ca/ai/awpi)

The Aboriginal Workforce Participation Initiative facilitates the equitable participation of Aboriginal peoples in the Canadian workforce through enhancing awareness, capacity and partnerships between Aboriginal peoples and all sectors of the economy. This site provides an employer checklist as well as a toolkit to assist employers with maximizing the potential of Aboriginal workers.

[www.albertahumanrights.ab.ca](http://www.albertahumanrights.ab.ca)

The Alberta Human Rights and Citizenship Commission provides information and education programs to help employers build respectful and inclusive workplaces. Access information on topics such as developing and implementing an effective harassment and sexual harassment policy, acceptable pre-employment inquiries, duty to accommodate, the complaint process, and much more.

[www.at-links.gc.ca](http://www.at-links.gc.ca)

This site is intended to help employers learn about assistive technologies, as well as programs and services related to technical accommodations.

[www.ccrw.org](http://www.ccrw.org)

The Canadian Council on Rehabilitation and Work website provides leadership in programs and services for people with disabilities, and businesses committed to equity and inclusion.

Access the resources listed here by going to [www.hre.gov.ab.ca/eToolkit](http://www.hre.gov.ab.ca/eToolkit). You can also order resources by contacting the Career Information Hotline at:

**422-4266 (in Edmonton)**  
**Toll free: 1-800-661-3753 or**  
**via email: [hotline@alis.gov.ab.ca](mailto:hotline@alis.gov.ab.ca)**



## [www.gov.ab.ca/hre/dres](http://www.gov.ab.ca/hre/dres)

Disability Related Employment Supports (DRES) helps adult Albertans with disabilities address barriers that may prevent them from being successful in the workplace or at school. DRES can provide supports such as a job coach, job mediator, mentor or workplace modifications to assist employees with disabilities.

## [www.hrsdc.gc.ca](http://www.hrsdc.gc.ca)

Human Resources and Skills Development Canada works to improve the standard of living and the quality of life of all Canadians by promoting a highly skilled and mobile workforce as well as an efficient and inclusive labour market.

## [www.pwd-online.ca](http://www.pwd-online.ca)

This site helps employers access a full range of information on disability-related programs and services in Canada.

## [www.sdc.gc.ca/en/epb/sid/cia/grants/of/desc\\_of.shtml](http://www.sdc.gc.ca/en/epb/sid/cia/grants/of/desc_of.shtml)

The Opportunities Fund supports innovative activities that will assist persons with disabilities to prepare for and obtain employment, and to develop the skills necessary to maintain that new employment. Employers can learn more about developing a project proposal to promote employability of persons with disabilities in their community.

## [www.workink.com](http://www.workink.com)

WORKink is Canada's largest online resource centre for job seekers with disabilities. Employers can access resources, articles, tools and information to help create an inclusive workplace, or post jobs and review resumes from qualified candidates with disabilities on Divers.I.T.Ink – Canada's largest online diversity recruitment tool.

## RECRUITING

### [www.ahrdcc.com](http://www.ahrdcc.com)

Employers can post jobs to an exclusive national job board to connect directly with Aboriginal talent looking for work. This site also provides access to information about the Alberta Aboriginal Apprenticeship Project.

### [www.albertafirst.com/profiles/community](http://www.albertafirst.com/profiles/community)

Profiles of member communities provide important business, economic and lifestyle information. Employers recruiting outside their community can direct candidates to this site for more information about the local area.

### [www.jobbank.gc.ca](http://www.jobbank.gc.ca)

Advertise vacant positions across Canada.

Access the resources listed here by going to [www.hre.gov.ab.ca/eToolkit](http://www.hre.gov.ab.ca/eToolkit). You can also order resources by contacting the Career Information Hotline at:

**422-4266 (in Edmonton)  
Toll free: 1-800-661-3753 or  
via email: [hotline@alis.gov.ab.ca](mailto:hotline@alis.gov.ab.ca)**



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Develop



## Increasing knowledge, expanding skill sets.

Resources you can use to help employees upgrade and enhance their abilities.

### Information includes:

- Apprenticeships
- Workforce partnerships
- Employee skills development



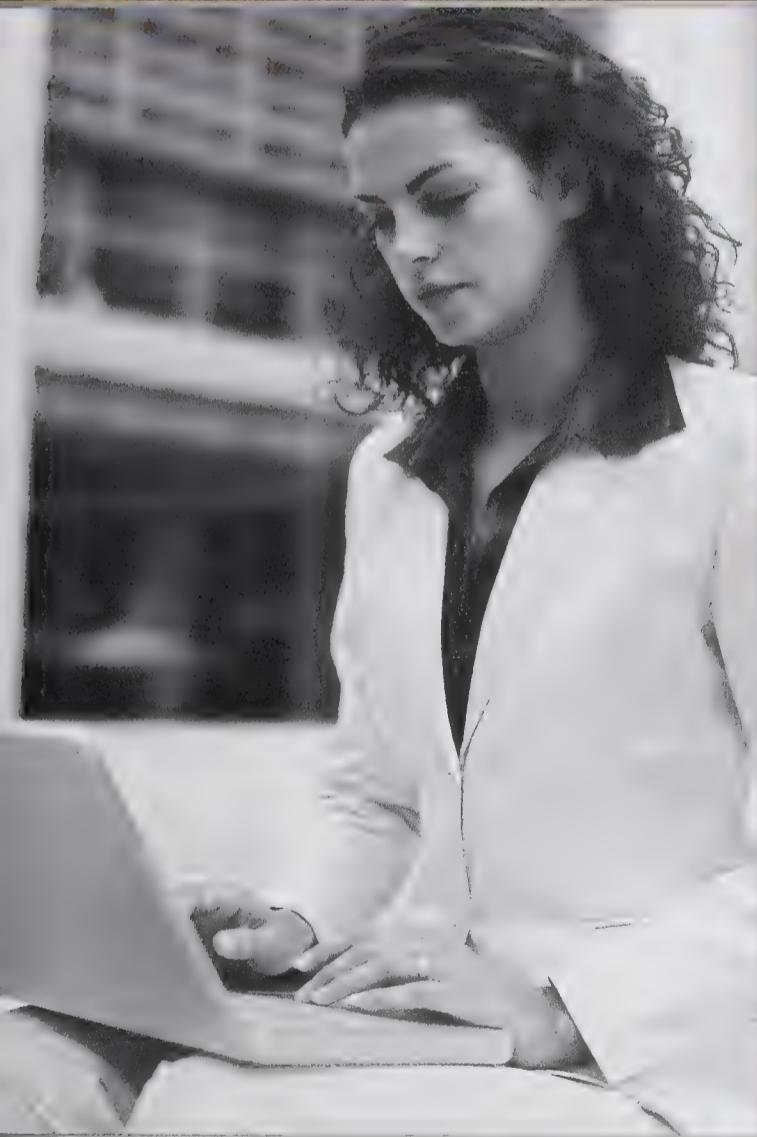




**For more information, contact the Career Information Hotline at:**

**Phone: 422-4266 (in Edmonton) Toll free: 1-800-661-3753 Email: [hotline@alis.gov.ab.ca](mailto:hotline@alis.gov.ab.ca)**

Retain



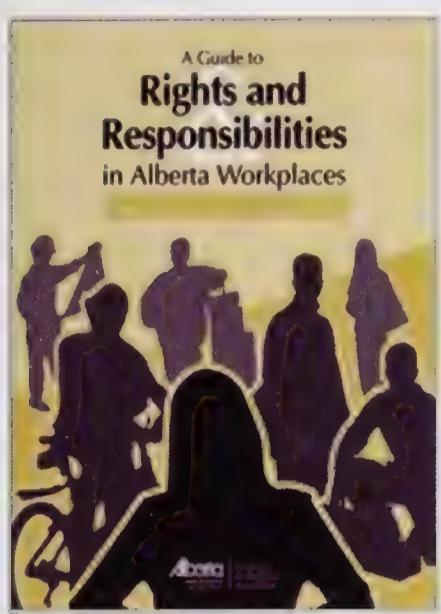
## Creating long-term loyalty.

Resources that help you create attractive workplace environments that employees appreciate.

### Information includes:

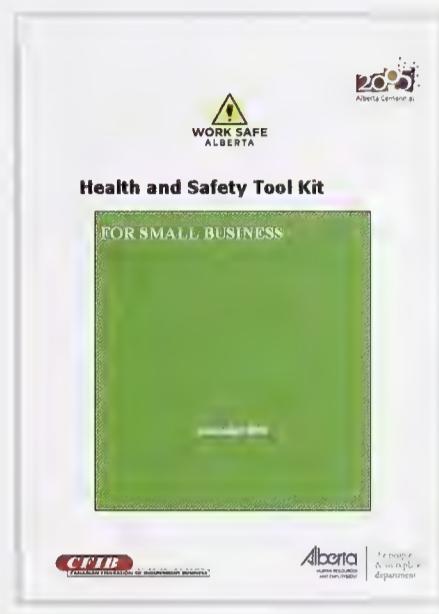
- Balancing work-life issues
- Safety
- Conflict resolution





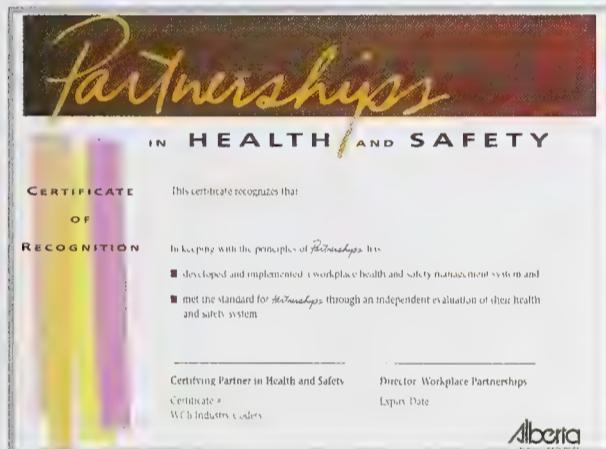
## A Guide to Rights and Responsibilities in Alberta Workplaces

This publication can help you find answers to questions about employment standards, workplace health and safety, labour relations, human rights, Workers' Compensation, and privacy of employment information.



## Health and Safety Tool Kit for Small Business

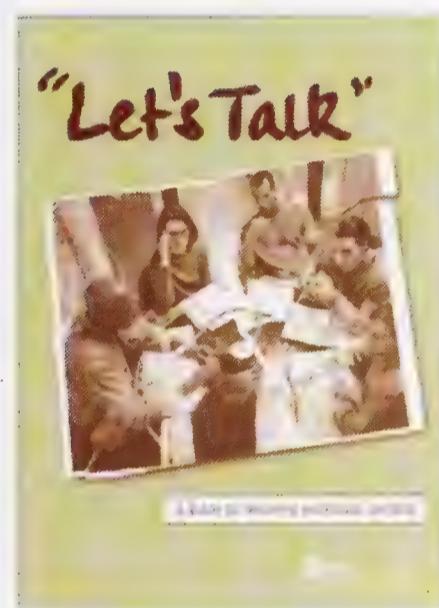
This tool kit helps small business comply with requirements of the Occupational Health and Safety Code. This booklet contains tools and templates to help low-risk small businesses create a hazard assessment, an emergency plan, and workplace violence policy, as well as comply with first aid requirements.



## Creating a Safe Workplace

Learn more about Partnerships in Health and Safety, a program based on the premise that when employers and workers voluntarily build effective health and

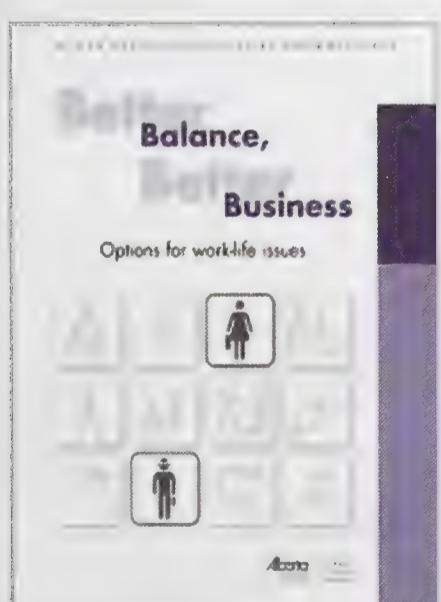
safety programs in their own workplaces, the human and financial costs of workplace injuries and illnesses will be reduced.



## Let's Talk: A Guide to Resolving Workplace Conflicts

If you've experienced disagreements in the workplace, this book is for you. The conflict resolution methods presented are helpful for employers of large, medium and small organizations, whether it's a private sector company or a not-for-profit association. Contains information on how to handle situations internally and where to get outside help. A

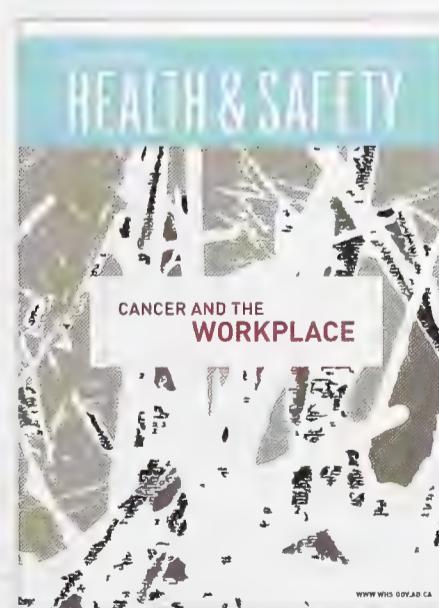
useful tool for both employers and employees who want to acquire the knowledge and skills necessary to resolve issues.



## Better Balance, Better Business: Options for Work-Life Issues

The often conflicting demands of work and personal time commitments can create stress and other problems for both companies and their staff. This publication presents employers with the business case as to why they should care about this issue, ways to improve the situation that will benefit both

employers and employees, and ideas about making these useful changes.



## Occupational Health and Safety Magazine

Click on "OHS Magazine" to access Occupational Health and Safety magazine. Issued three times a year, this publication is aimed at preventing workplace injuries and illnesses in Alberta. Magazine policy is guided by the Occupational Health and Safety magazine advisory board, which includes members representing both industry and government.





## Building an Effective Health and Safety Management System

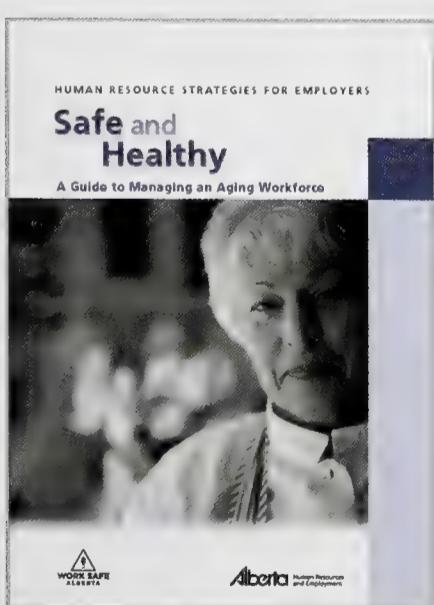
In today's increasingly competitive business climate, any factor that affects the bottom line can be the difference between a successful company and being out of business. This resource provides information for employers on how to build an effective health and safety management system to reduce workplace incidents and their associated impact on a company's bottom line.



## Positive Works at Work (Set of two Posters)

Help your employees approach their work with a positive attitude by displaying this set of two posters in the workplace.

To order phone the Career Information Hotline at  
**(780) 422-4266**



## Safe and Healthy: A Guide to Managing an Aging Workforce

The average age of the workforce is rising and labour shortages are becoming more common in Alberta workplaces. Employers are looking to retain their valued older workers (age 45+) and, in some cases, are in a position to hire older employees for vacancies in their organization. This publication examines perceptions

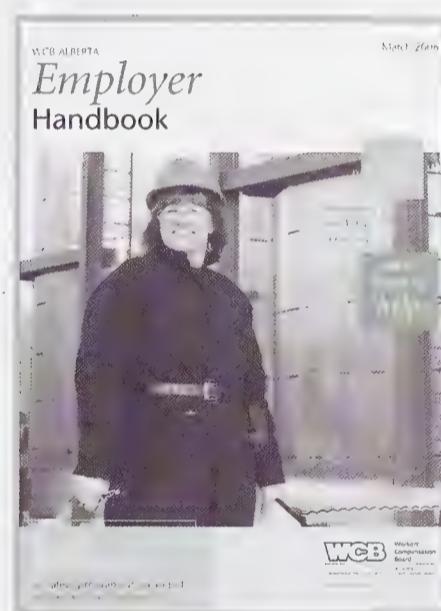
and realities about the capabilities of the older worker and offers ways to keep employees of any age safe and healthy on the job.



## Sources & Resources – Workplace Rights and Responsibilities (Poster)

This poster can be displayed in the workplace to provide answers to questions about employment standards, workplace health and safety, labour relations, human rights, Workers' Compensation, and privacy of employment information.

To order phone the Career Information Hotline at **(780) 422-4266**



## WCB Employer Handbook

This document provides a summary of workers' compensation coverage, including who is covered and how it works. It outlines the employers' role and responsibilities in case of an incident, from initial reporting through to disability management, return to work and the appeals process.



## Workplace Partnerships

This document provides help, information and education to employers and employees to ensure collaborative problem solving, proper employment conduct, and occupational health and safety are present in the workplace.

Access the resources listed here by going to [www.hre.gov.ab.ca/eToolkit](http://www.hre.gov.ab.ca/eToolkit). You can also order resources by contacting the Career Information Hotline at:

**422-4266 (in Edmonton)**  
**Toll free: 1-800-661-3753 or**  
**via email: [hotline@alis.gov.ab.ca](mailto:hotline@alis.gov.ab.ca)**



# Other Resources

## [www.hre.gov.ab.ca/eToolkit](http://www.hre.gov.ab.ca/eToolkit)

### HEALTH AND SAFETY

#### [www.corp.aadac.com/workplace](http://www.corp.aadac.com/workplace)

This website informs employers about substance abuse and gambling issues in the Alberta workplace. Access information on prevention and residential treatment services offered through the AADAC Business and Industry Clinic.

#### [www.gov.ab.ca/hre/whs](http://www.gov.ab.ca/hre/whs)

This site provides information relative to occupational health and safety, and lists resources, programs, publications and videos that will help employers foster a safe and healthy workplace.

#### [www.job safetyskills.com](http://www.job safetyskills.com)

A comprehensive workplace health and safety program designed to encourage and promote the development of a positive attitude toward safety among young workers. Learn more about the JobSafe Program, to introduce basic safety principles and practices to workers of all ages.

#### [www.wcb.ab.ca/employers](http://www.wcb.ab.ca/employers)

The Workers' Compensation Board provides liability and disability insurance to Alberta employers. Go to this site for information on coverage, employer responsibilities, claims, educational opportunities and more.

#### [www.whs.gov.ab.ca/partners](http://www.whs.gov.ab.ca/partners)

Access this website to learn more about the Partnerships in Health and Safety Program, promoting partnerships between employers and workers, and building effective health and safety programs in the workplace.

#### [www.worksafely.org](http://www.worksafely.org)

This website is the gateway to occupational health and safety information and products in Alberta. Locate resources to improve health and safety practices, or find products from how-to bulletins and e-learning tools to training videos and courses.

### HUMAN RESOURCES

#### [www.gov.ab.ca/hre/employmentstandards](http://www.gov.ab.ca/hre/employmentstandards)

Learn more about the laws and regulations governing minimum standards of employment in Alberta workplaces. Click on "Administering Employment Standards" to access comprehensive hands-on training and gain a better understanding of the rights and obligations of employers and employees.

#### [www.hrmanagement.gc.ca](http://www.hrmanagement.gc.ca)

This website provides HR support for small- to medium-sized business, including information on hiring, payroll, benefits, departing employees, training, employee relations, and health and safety.

#### [www.hrsdc.gc.ca/en/gateways/individuals/audiences/ee.shtml](http://www.hrsdc.gc.ca/en/gateways/individuals/audiences/ee.shtml)

This site provides information on labour standards, workplace information and innovation, occupational health and safety, and workplace equity.

### INCLUSIVE WORKPLACES

#### [www.albertahumanrights.ab.ca](http://www.albertahumanrights.ab.ca)

The Alberta Human Rights and Citizenship Commission provides information and education programs to help employers build respectful and inclusive workplaces. Access information on topics such as developing and implementing an effective harassment and sexual harassment policy, acceptable pre-employment inquiries, duty to accommodate, the complaint process, and much more.

#### [www.workink.com](http://www.workink.com)

WORKink is Canada's largest online resource centre for job seekers with disabilities. Employers can access resources, articles, tools and information to help create an inclusive workplace, or post jobs and review resumes from qualified candidates with disabilities on Divers.I.T.Ink – Canada's largest online diversity recruitment tool.

### WORKFORCE DEVELOPMENT

#### [www.gov.ab.ca/hre/wpeffectiveness](http://www.gov.ab.ca/hre/wpeffectiveness)

Learn more about the Workplace Effectiveness program, which helps employers, employees and unions work together better by offering workshops and facilitation services. Topics include addressing workplace issues, building stronger workplace relationships, and creating and enhancing safe and sustainable workplaces.

Access the resources listed here by going to

**[www.hre.gov.ab.ca/eToolkit](http://www.hre.gov.ab.ca/eToolkit)**. You can also order resources by contacting the Career Information Hotline at:

**422-4266 (in Edmonton)**

**Toll free: 1-800-661-3753 or**

**via email: [hotline@alis.gov.ab.ca](mailto:hotline@alis.gov.ab.ca)**



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# Accommodation and Food Services Industry

This sheet will give you a quick snapshot of the industry. More complete information with the most recently updated statistics, reports and links of interest can be found at [www.hre.gov.ab.ca/LMI-industry](http://www.hre.gov.ab.ca/LMI-industry).

## Accommodation and Food Services at a Glance

Alberta's strong Accommodation and Food Services industry currently employs 6.1% of all working Albertans – approximately 108,700 people – with average annual growth of 1.7% expected between 2005 and 2010. Projections estimate that 5.3% of all new jobs in Alberta will be in this sector,

employing 117,500 people by 2010. Currently women comprise 60.6% of the total employed accommodation and food services workforce, while men make up 39.5%.

Source: Labour Force Survey Historical Review 2005, Statistics Canada; Alberta Modified COPS Outlook (2005-2010)

## Industry Outlook

The Alberta Regional Occupation Outlook expects over 5,500 new jobs will be created in Food and Beverage Service, with a supply shortage projected by 2009. Over 5,000 new positions are predicted for Food Counter, Kitchen Helpers and Related occupations.

Tourism supports over 83,000 jobs in Alberta, about half directly in the Accommodation and Food Services industry, the other half indirectly. Although a strong Canadian dollar and high energy prices

have significantly decreased the number of American visitors, the industry experienced record profits in 2005, with even greater returns predicted for 2006.

Industry profits are expected to decline in 2007 and 2008, in part due to the United States government's Western Hemisphere Travel Initiative. This will involve stricter border crossing procedures and documentation requirements, increasing the costs and inconvenience of crossing the border, especially for same-day visitors.

## Important News and Updates

On September 1, 2005, Alberta's minimum wage was raised to \$7.00 an hour. An updated Minimum Wage Profile, which outlines information on Alberta's minimum wage earners and how they compare with other provinces, can be accessed online at [www.gov.ab.ca/hre/lmi/minwage.asp](http://www.gov.ab.ca/hre/lmi/minwage.asp).

Alberta Economic Development reports total tourism revenue in Alberta reached \$4.96 billion in 2004, a 14.4% increase over 2003. In 2005, revenues were expected to be up between 5% and 10%.

For the most current industry news and information, visit [www.hre.gov.ab.ca/LMI-industry](http://www.hre.gov.ab.ca/LMI-industry).

## Positions and Employment Types

The Accommodation and Food Services industry in Alberta includes establishments that provide short-term lodging and complementary services, and that prepare meals, snacks and beverages to customer order.

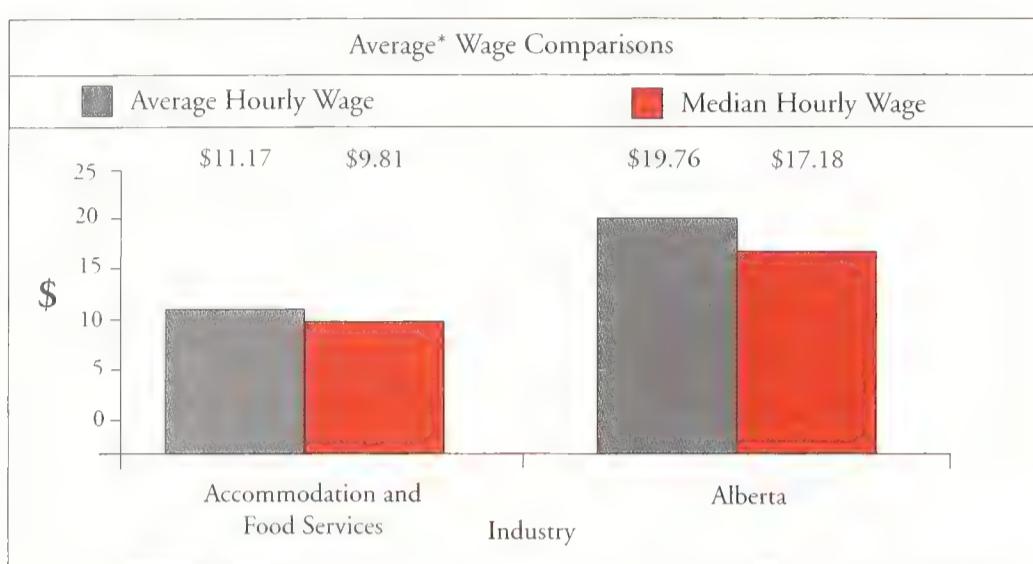
Some examples of occupations in the Accommodation and Food Services industry include: Bartender, Chef, Hotel and Motel Desk Clerk, Restaurant Manager and Housekeeping Attendant.

Please visit [www.alis.gov.ab.ca](http://www.alis.gov.ab.ca) and click on **OCCinfo** for more information.

*Based on Statistics Canada Labour Force Historical Survey data and projections for the North American Industry Classification System (NAICS) major group 72.*

# Wages

## Wage Comparisons



Data Source: Labour Force Historical Review 2005, Statistics Canada

\*Average represents the arithmetic mean

## Wages and Salaries for Selected Occupations

Occupation	Average* Hourly Wage			Overall Average Salary
	Starting	After Three Years	Top	
Accommodation Service Manager	\$15.56	\$17.69	\$19.29	\$38,554
Hotel Front Desk Clerks	\$8.83	\$10.07	\$11.51	\$21,298
Cooks	\$8.66	\$10.50	\$13.43	\$19,305
Maitres d'hôtel and Hosts/ Hostesses	\$6.89	\$8.01	\$8.63	\$9,089

Data Source: 2005 Wage and Salary Survey

\*Average represents the arithmetic mean

# Demographics

Age Characteristics	Alberta Employment		Accommodation and Food Services Employment	
	Number	%	Number	%
15-24 years	311,800	17.5%	49,500	45.5%
25-54 years	1,236,400	69.3%	51,300	47.2%
55 years and over	236,200	13.2%	7,900	7.3%

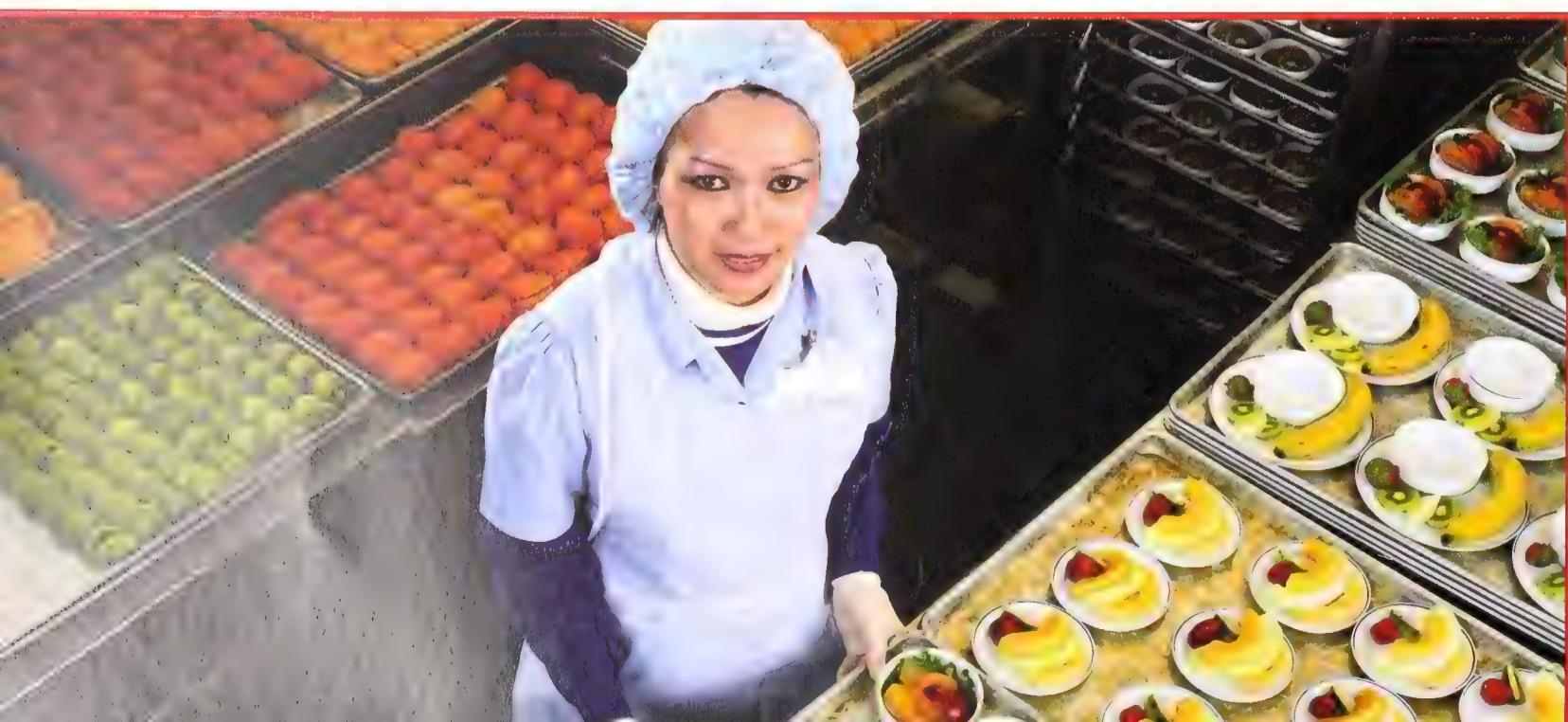
Data Source: Labour Force Survey Historical Review 2005, Statistics Canada

## Company Sizes and Types

Establishment Size	Alberta Businesses		Accommodation and Food Services Businesses	
	Number of Employees	%	Number of Employees	%
Less than 20 employees	505,700	35.0%	43,600	44.4%
20 to 99 employees	501,600	34.7%	43,700	44.5%
100 to 500 employees	278,200	19.2%	9,400	9.6%
Over 500 employees	161,200	11.1%	N/A <sup>†</sup>	N/A <sup>†</sup>

Data Source: Labour Force Survey Historical Review 2005, Statistics Canada

<sup>†</sup>N/A is reported in instances of insufficient response



# Construction Industry

This sheet will give you a quick snapshot of the industry. More complete information with the most recently updated statistics and studies can be found at [www.hre.gov.ab.ca/LMI-industry](http://www.hre.gov.ab.ca/LMI-industry).

## Construction at a Glance

Alberta's vibrant Construction industry currently employs 8.9% of all working Albertans – approximately 159,700 people – with average annual growth of 2.7% expected between 2005 and 2010. Projections estimate that 12.6% of all new jobs in Alberta will be in this sector, employing 184,595 people by

2010. Currently women comprise 13.3% of the total employed construction workforce while men make up 86.7%.

Source: Labour Force Survey Historical Review 2005, Statistics Canada and the Alberta Modified COPS Outlook (2005-2010)

## Industry Outlook

The Construction industry is experiencing labour shortages in most occupations, especially plumber-pipefitters and industrial electricians. Though the workforce is vast, increased residential and non-residential activity has kept employers seeking more workers. The tightness of the supply-demand balance will increase in 2006.

**Non-residential:** The outlook for investment in Alberta is an important driver for construction trade demand. The BMO Financial Group's Sectoral Outlook shows that investment in non-residential construction will grow at an average rate of 5.7% until 2015, more than two percentage points faster than the predicted national rate. Primary factors influencing this growth are the high price of oil and the continuing development of power plant

and petrochemical projects over the next five years. The 2005-2009 Construction Industry Supply Demand Forecast expects investment in non-residential construction to continue to climb until 2008 before decreasing slightly in 2009, making it difficult to find workers in a number of trades until supply catches up with demand in 2009.

**Residential:** The Construction Sector Council (CSC) forecasts that while residential investment will remain at relatively high levels, it will likely slow down as seen in the table below. There will continue to be shortages of construction workers during peak periods, especially in trades and sub-trades such as masonry, drywall and stucco.

### Investment Expenditures, Alberta

	2003	2004	2005	2006	2007	2008	2009-2013*
<b>Residential Investment</b> (Includes New Housing and Renovations)							
1997 \$Millions	6,288	6,105	5,638	5,620	5,742	5,962	4,945
% Change	1.2	-2.9	-7.7	-0.3	2.2	3.8	-3.6
<b>Non-Residential Investment</b> (Includes Engineering Construction, Building Construction, Industrial Construction, Commercial Construction, Institutional and Government Construction and Machinery and Equipment)							
1997 \$Millions	32,567	34,847	38,056	41,222	42,671	43,309	43,966
% Change	-6.0	7.0	9.2	8.3	3.5	1.5	0.3

Data Source: *Construction Looking Forward - Labour Requirements for 2005 to 2013 for Alberta*, Construction Sector Council

\*Growth rates refer to average period growth, levels to the 2013 value

## Important News and Updates

There have been a number of relevant studies commissioned and compiled on various aspects of the Construction industry. This information is updated regularly, so it's your best source for the most up-to-date statistics and information. These studies and reports can be accessed online on our website at [www.hre.gov.ab.ca/LMI-industry](http://www.hre.gov.ab.ca/LMI-industry).

## Positions and Employment Types

The Construction industry in Alberta includes establishments that construct, repair or renovate residential, commercial or industrial buildings, as well as engineering works and places that subdivide and develop land.

Some examples of occupations include:

**Construction, Repairing, Paving** – bricklayer, carpenter, civil engineer, insulator, painter/decorator, plumber, roofer, sheet metal worker, steamfitter-pipefitter, welder

**Related Occupations** – architect, boilermaker, electrical contractor, interior designer, land surveyor, landscape gardener, power system electrician, safety codes officer, water well driller

**Indirectly Related Occupations** – arbitrator, archaeologist, cook, economist, instrument technician, millwright, purchasing agent, security guard, warehousing professionals. Please visit [www.alis.gov.ab.ca](http://www.alis.gov.ab.ca) and click on **OCCinfo** for more information.

*Based on Statistics Canada Labour Force Historical Survey data and projections for the North American Industry Classification System (NAICS) major group 23.*

## Demographics

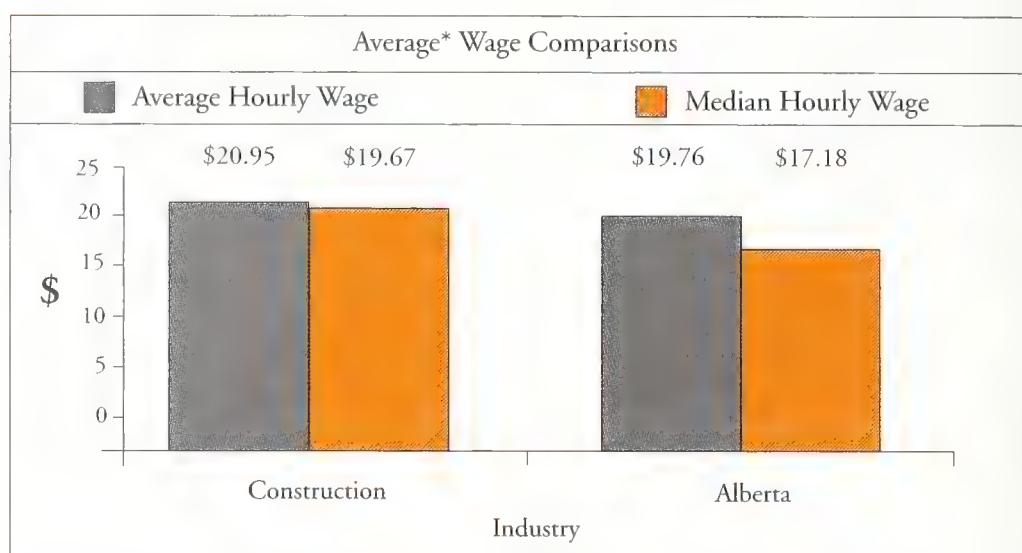
Age Characteristics	Alberta Employment		Construction Employment	
	Number	%	Number	%
15-24 years	311,800	17.5%	26,200	16.4%
25-54 years	1,236,400	69.3%	114,800	71.9%
55 years and over	236,200	13.2%	18,600	11.6%

Data Source: Labour Force Survey Historical Review 2005, Statistics Canada

## Wages

### Wage Comparisons

Traditionally, Alberta has paid approximately \$2.00 an hour more than the national average for the industry.



Data Source: Labour Force Survey Historical Review 2005, Statistics Canada

\*Average represents the arithmetic mean.

### Wages and Salaries for Selected Occupations

Occupation	Average* Hourly Wage			Overall Average Salary
	Starting	After Three Years	Top	
Welders and Related Machine Operators	\$22.32	\$29.61	\$45.74	\$89,729
Construction Estimators	\$20.68	\$25.01	\$31.67	\$56,253
Other Switchboard Operators	\$11.69	\$15.05	\$18.61	\$34,105

Data Source: 2005 Wage and Salary Survey

\*Average represents the arithmetic mean

## Company Sizes and Types

Establishment Size	Alberta Businesses		Construction Businesses	
	Number of Employees	%	Number of Employees	%
Less than 20 employees	505,700	35.0%	48,800	44.7%
20 to 99 employees	501,600	34.7%	39,200	35.9%
100 to 500 employees	278,200	19.2%	15,100	13.8%
Over 500 employees	161,200	11.1%	6,000	5.5%

Data Source: Labour Force Survey Historical Review 2005, Statistics Canada

# Forestry and Logging with Support Activities Industry

This sheet will give you a quick snapshot of the industry. More complete information with the most recently updated statistics, reports and links of interest can be found at [www.hre.gov.ab.ca/LMI-industry](http://www.hre.gov.ab.ca/LMI-industry).

## Forestry and Logging with Support Activities at a Glance

Alberta's Forestry and Logging industry currently employs 0.2% of all working Albertans – approximately 4,400 people. Projections estimate this will climb to 4,600 by 2010, about 0.4% growth annually.

Source: Labour Force Survey Historical Review 2005, Statistics Canada; Alberta Modified COPS Outlook (2005-2010)

## Industry Outlook

Alberta's Occupational Demand and Supply Outlook forecasts a shortage of Supervisors in the industry between 2005 and 2010. On the other hand, there will be a surplus of Logging Machinery Operators and Forestry Workers during that period.

Issues such as the spread of the mountain pine beetle, the rising Canadian dollar, increased labour costs and the recently negotiated softwood lumber agreement are producing a number of serious challenges for this industry.

## Important News and Updates

For all the latest implications and analysis of the negotiated softwood lumber agreement and other timely news, please visit our website at [www.hre.gov.ab.ca/LMI-industry](http://www.hre.gov.ab.ca/LMI-industry).

## Positions and Employment Types

The Forestry and Logging with Support Activities industry in Alberta includes companies that produce seedlings in specialized nurseries, grow or harvest timber on a long production cycle (ten years or more) or provide related support services.

Some examples of occupations include: Forest Technician, Forester, Logging Equipment Operators, Conservation Officer and Park Warden.

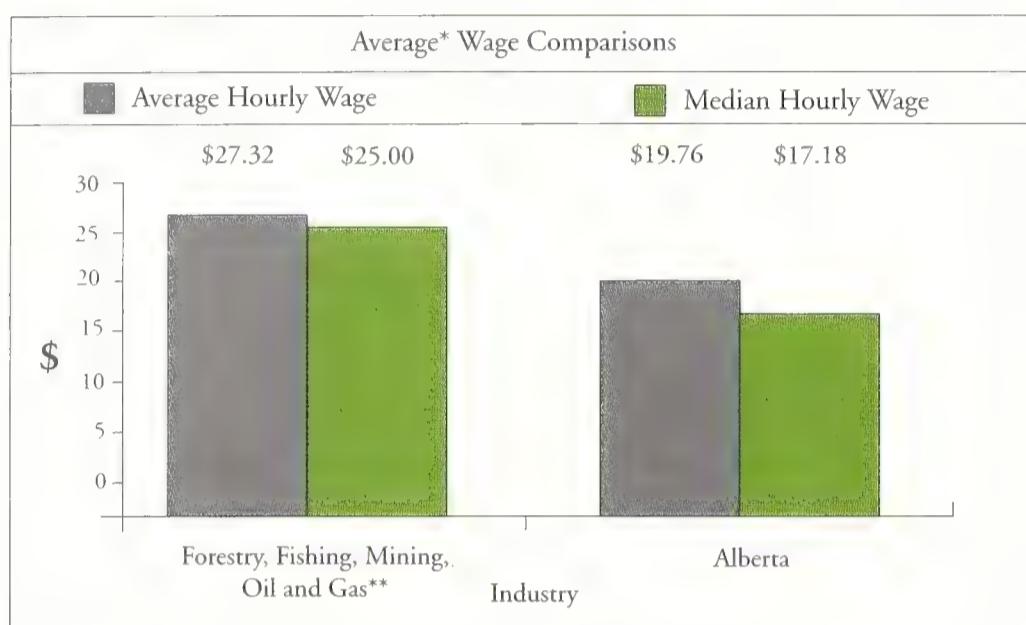
Please visit [www.alis.gov.ab.ca](http://www.alis.gov.ab.ca) and click on **OCCinfo** for more information.

*Based on Statistics Canada Labour Force Historical Survey data and projections for the North American Industry Classification System (NAICS) groups 113 and 1153.*



# Wages

## Wage Comparisons



Data Source: Labour Force Historical Review 2005, Statistics Canada

\*Average represents the arithmetic mean

\*\*Forestry and Logging with Support Activities is grouped with Fishing, Mining, Oil and Gas

## Wages and Salaries for Selected Occupations

Occupation	Average* Hourly Wage			Overall Average Salary
	Starting	After Three Years	Top	
Truck Drivers	\$21.75	\$21.90	\$25.93	\$74,420
Supervisors, Logging and Forestry	\$26.12	\$29.51	N/A <sup>†</sup>	\$63,927
Logging and Forestry Labourers	\$18.27	N/A <sup>†</sup>	N/A <sup>†</sup>	\$41,422

Data Source: 2005 Wage and Salary Survey

\*Average represents the arithmetic mean

<sup>†</sup>N/A due to insufficient response

# Demographics

Age Characteristics	Alberta Employment		Forestry and Logging with Support Activities Employment	
	Number	%	Number	%
15-24 years	311,800	17.5%	N/A <sup>†</sup>	N/A <sup>†</sup>
25-54 years	1,236,400	69.3%	3,700	84.1%
55 years and over	236,200	13.2%	N/A <sup>†</sup>	N/A <sup>†</sup>

Data Source: Labour Force Survey Historical Review 2005, Statistics Canada

<sup>†</sup>N/A is reported in instances of insufficient sample size

## Company Sizes and Types

Establishment Size	Alberta Businesses		Forestry, Fishing, Mining, Oil and Gas* Businesses	
	Number of Employees	%	Number of Employees	%
Less than 20 employees	505,700	35.0%	26,500	24.3%
20 to 99 employees	501,600	34.7%	33,900	31.1%
100 to 500 employees	278,200	19.2%	24,800	22.8%
Over 500 employees	161,200	11.1%	23,800	21.8%

Data Source: Labour Force Survey Historical Review 2005, Statistics Canada

\*Forestry and Logging with Support Activities is grouped with Fishing, Mining, Oil and Gas for establishment size.



# Manufacturing Industry

This sheet will give you a quick snapshot of the industry. More complete information with the most recently updated statistics, reports and links of interest can be found at [www.hre.gov.ab.ca/LMI-industry](http://www.hre.gov.ab.ca/LMI-industry).

## Manufacturing at a Glance

Alberta's Manufacturing industry currently employs 7.3% of all working Albertans – approximately 130,900 people – with average annual growth of 1.6% expected between 2005 and 2010. Projections estimate that 5.8% of all new jobs in Alberta will be in this sector, employing 142,588 people by 2010. Currently women comprise 25.4% of the total employed manufacturing workforce while men make up 74.6%.

Source: Labour Force Survey Historical Review 2005, Statistics Canada; Alberta Modified COPS Outlook (2005-2010)

## Industry Outlook

According to a BMO Financial Group report, growth of Alberta's Manufacturing industry is projected to be slightly higher than the average national rate. The Province's biggest Manufacturing industries – chemical products, food, machinery and fabricated metal products – are all expected to perform well. Growth in other areas, such as forest products, transportation equipment and primary metals, is expected to be lower and will restrain the industry's overall performance.

Petrochemical production is currently one of the largest manufacturing industries in the province and the sector will continue to grow. High levels of construction, particularly in

the oilsands, will maintain demand for metal products and machinery, continuing a shortage of welders, machinists and pipefitters into the future.

Meat packing has recovered from the BSE crisis in 2003 and several new packing plants are expected. A new facility near Lacombe will be introducing a new process called 'hot boning' to the Canadian industry.

In the forest products sector, an increase in imports to America is expected due to the settlement of the softwood lumber dispute, although a shortage of truck drivers is expected.

## Important News and Updates

The rising value of the Canadian dollar has manufacturers worried about the effect it will have on the industry. The Bank of Canada has trimmed its forecast for manufacturing growth and many companies throughout the country have been cutting jobs and production.

For the most current industry news and information, visit [www.hre.gov.ab.ca/LMI-industry](http://www.hre.gov.ab.ca/LMI-industry).

## Positions and Employment Types

The Manufacturing industry in Alberta includes establishments involved in manufacturing of goods ranging from food to textiles to petroleum products.

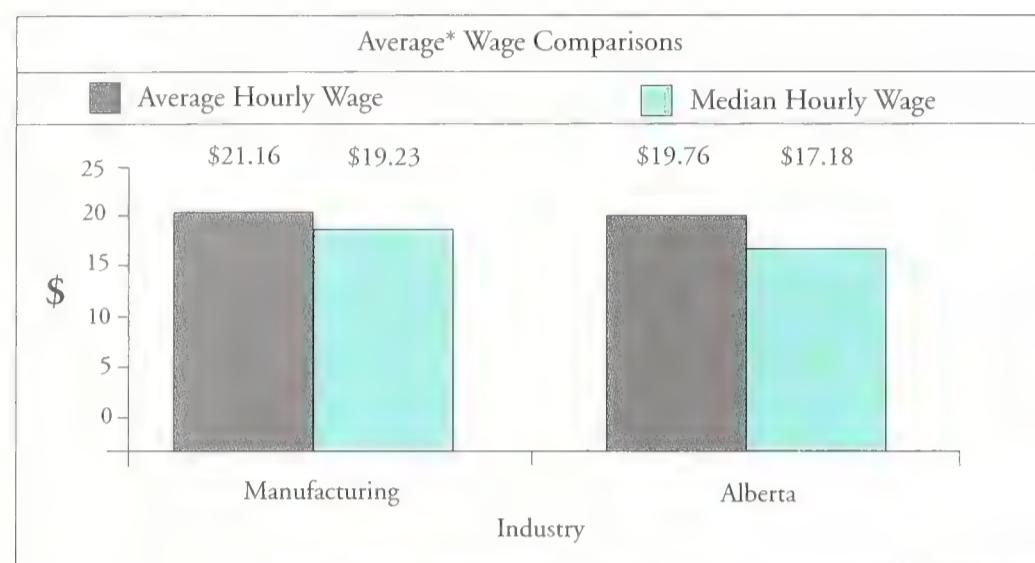
Some examples of occupations in the Manufacturing industry include Meat Cutter, Machinist, Manufacturing Engineer, Sawmill Machine Operator and Instrument Technician.

Please visit [www.alis.gov.ab.ca](http://www.alis.gov.ab.ca) and click on **OCCinfo** for more information.

Based on Statistics Canada Labour Force Historical Survey data and projections for the North American Industry Classification System (NAICS) major groups 311 and 339.

# Wages

## Wage Comparisons



# Demographics

Age Characteristics	Alberta Employment		Manufacturing Employment	
	2005	2006	2005	2006
15-24 years	311,800	311,800	18,000	13.8%
25-54 years	1,236,400	1,236,400	98,900	75.6%
55 years and over	236,200	236,200	14,100	10.8%

Data Source: Labour Force Survey Historical Review 2005, Statistics Canada

## Wages and Salaries for Selected Occupations

Occupation	Average* Hourly Wage			Overall Average Salary
	Starting	After Three Years	Top	
Industrial Engineering and Manufacturing Technologists and Technicians	\$17.82	\$23.41	\$35.44	\$69,476
Manufacturing Managers	\$25.77	\$27.06	\$35.69	\$66,778
Facility Operation and Maintenance Managers	N/A <sup>†</sup>	\$23.28	\$28.61	\$52,583
Plastic Products Assemblers, Finishers and Inspectors	\$9.44	\$14.55	\$17.05	\$28,673
Industrial Butchers and Meat Cutters, Poultry Preparers and Related Workers	\$10.13	\$12.44	\$15.98	\$26,135
Sewing Machine Operators	\$10.44	\$10.15	\$11.31	\$21,984

Data Source: 2005 Wage and Salary Survey

\*Average represents the arithmetic mean

<sup>†</sup>N/A due to insufficient response

# Company Sizes and Types

Company Size	Alberta		Manufacturing	
	Number of Employees	%	Number of Employees	%
Less than 20 employees	505,700	35.0%	27,100	22.2%
20 to 99 employees	501,600	34.7%	39,000	31.9%
100 to 500 employees	278,200	19.2%	41,700	34.2%
Over 500 employees	161,200	11.1%	14,300	11.7%

Data Source: Labour Force Survey Historical Review 2005, Statistics Canada

# Mining and Oil and Gas Extraction Industry

This sheet will give you a quick snapshot of the industry. More complete information with the most recently updated statistics, reports and links of interest can be found at [www.hre.gov.ab.ca/LMI-industry](http://www.hre.gov.ab.ca/LMI-industry).

## Mining and Oil and Gas Extraction at a Glance

Alberta's Mining and Oil and Gas Extraction industry employs about 6.9% of all working Albertans – approximately 122,600 people – with average annual growth of 2.5% expected between 2005 and 2010. Projections estimate that 8.7% of all new jobs in Alberta will be in this sector, employing 138,662 people by 2010.

Currently women comprise 20.3% of the total employed mining and oil and gas extraction workforce while men make up 79.7%.

Source: Labour Force Survey Historical Review 2005, Statistics Canada; Alberta Modified COPS Outlook (2005-2010)

## Industry Outlook

With global energy prices expected to remain high, forecasts predict strong growth for the entire industry. Although crude oil production is likely to decline, bitumen, synthetic crude and natural gas liquids are expected to grow. Crude oil extraction will continue to shift away from drilling to mining as the oilsands continue their strong growth. Drilling activity is expected to rise by 6% in 2006, although a predicted shortage of workers could limit further growth.

Nearly 80% of Canada's conventional natural gas supplies and virtually all coal gas is produced in Alberta. The National Energy Board predicts enormous growth in Alberta's Coalbed Methane industry.

In the medium-term, coal mining is expected to remain strong, due to additional energy required by Alberta's fast growing economy. Its long-term future is uncertain however, due to growing pressure to reduce carbon emissions.

## Important News and Updates

Driven by continuing high commodity price forecasts, investment in major oilsands projects is increasing. Canadian Natural Resources' \$10.8-billion Horizon oilsands project has begun construction. Other massive expansions are planned by Syncrude Canada, Shell Canada and Suncor Energy, with price tags matching the scale of the operations.

For the most current industry news and information, visit [www.hre.gov.ab.ca/LMI-industry](http://www.hre.gov.ab.ca/LMI-industry).

## Positions and Employment Types

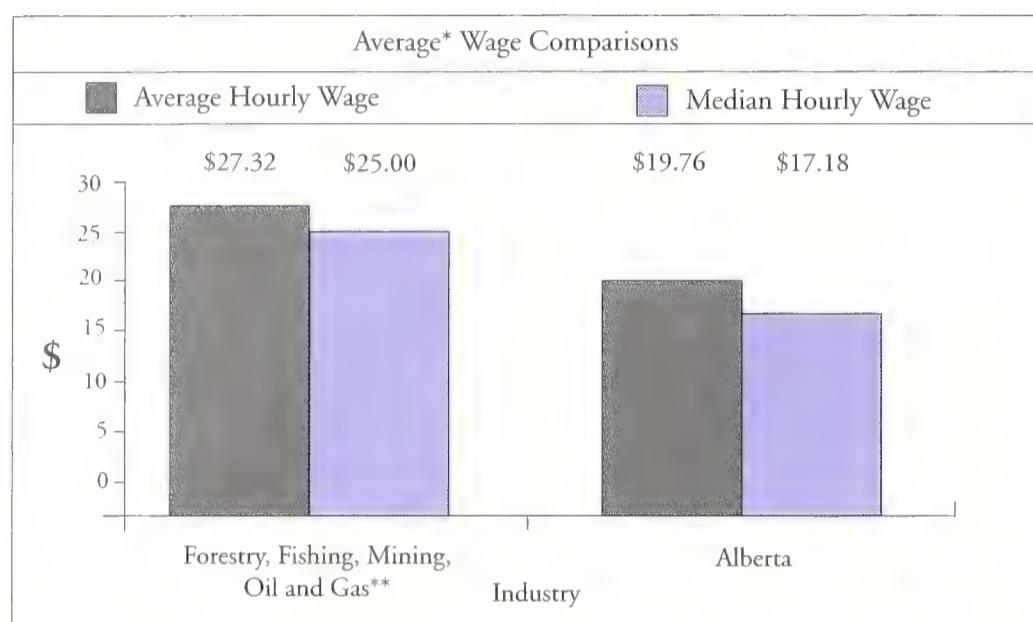
The Mining and Oil and Gas Extraction industry includes companies involved in exploration, drilling and mining, as well as preparation of oil and gas up to the point of shipment and other support activities.

Some examples of occupations that can be found in the industry include Mining Engineer, Blaster, Drilling and Service Rig Managers, Petroleum Engineer and Drilling Rig Leasehand/Floorhand.

Please visit [www.alis.gov.ab.ca](http://www.alis.gov.ab.ca) and click on OCCinfo for more information.

# Wages

## Wage Comparisons



Data Source: Labour Force Historical Review 2005, Statistics Canada

\*Average represents the arithmetic mean

\*\*Forestry and Logging is grouped in with Mining and Oil and Gas Extraction

# Demographics

Age Characteristics	Alberta Employment		Mining and Oil and Gas Extraction Employment	
	Number	%	Number	%
15-24 years	311,800	17.5%	16,900	13.8%
25-54 years	1,236,400	69.3%	94,600	77.2%
55 years and over	236,200	13.2%	11,100	9.1%

Data Source: Labour Force Survey Historical Review 2005, Statistics Canada

## Wages and Salaries for Selected Occupations

Occupation	Average* Hourly Wage			Overall Average Salary
	Starting	After Three Years	Top	
Petroleum Engineers	\$32.71	\$45.41	N/A <sup>†</sup>	\$123,797
Oil and Gas Well Drilling Workers and Services Operators	\$19.81	\$21.08	\$33.02	\$61,623
Truck Drivers	\$17.59	\$20.51	\$19.03	\$47,411

Data Source: 2005 Wage and Salary Survey

\*Average represents the arithmetic mean

<sup>†</sup>N/A is reported in instances of insufficient sample size

# Company Sizes and Types

Establishment Size	Alberta Businesses		Mining and Oil and Gas Extraction* Businesses	
	Number of Employees	%	Number of Employees	%
Less than 20 employees	505,700	35.0%	26,500	24.3%
20 to 99 employees	501,600	34.7%	33,900	31.1%
100 to 500 employees	278,200	19.2%	24,800	22.8%
Over 500 employees	161,200	11.1%	23,800	21.8%

Data Source: Labour Force Survey Historical Review 2005, Statistics Canada

\*Fishing, Mining, Oil and Gas is grouped with Forestry and Logging with Support Activities for establishment size.



# Retail Trade Industry

This sheet will give you a quick snapshot of the industry. More complete information with the most recently updated statistics, reports and links of interest can be found at [www.hre.gov.ab.ca/LMI-industry](http://www.hre.gov.ab.ca/LMI-industry).

## Retail Trade at a Glance

Alberta's Retail Trade industry employs about 11.9% of all working Albertans – approximately 211,900 people – with average annual growth of 1.3% expected between 2005 and 2010. Projections estimate that 7.8% of all new jobs in Alberta will be in this sector, employing 226,297 people by 2010. Currently women comprise 55% of the total employed retail trade workforce while men make up 45%.

Source: Labour Force Survey Historical Review 2005, Statistics Canada; Alberta Modified COPS Outlook (2005-2010)

## Industry Outlook

The Retail Trade industry is growing in Alberta. With its buoyant economy, Alberta's consumer spending is leading the nation, particularly on big ticket items such as cars, appliances and furniture. Statistics Canada reports retail sales climbed 10.3% in 2004, 12.2% in 2005 and at least 13% is forecast for 2006.

With almost 10,000 new retail sales jobs estimated between 2005 and 2010, there is a projected shortage of cashiers by 2008, largely attributed to the higher wages offered in other industries.

## Important News and Updates

Increased spending in this sector has sparked huge construction projects for new retail establishments and upgrades on existing ones, which in turn provides new jobs. As the workforce is becoming increasingly educated there are fewer people available to fill lower skilled jobs. This has resulted in labour shortages becoming an increasing problem for the industry.

For the most current industry news and information, visit [www.hre.gov.ab.ca/LMI-industry](http://www.hre.gov.ab.ca/LMI-industry).

## Positions and Employment Types

The Retail Trade industry in Alberta includes stores that attract walk-in customers as well as retailers who reach customers and market merchandise via other methods such as direct-response advertising, catalogues, in-home demonstrations and vending machines.

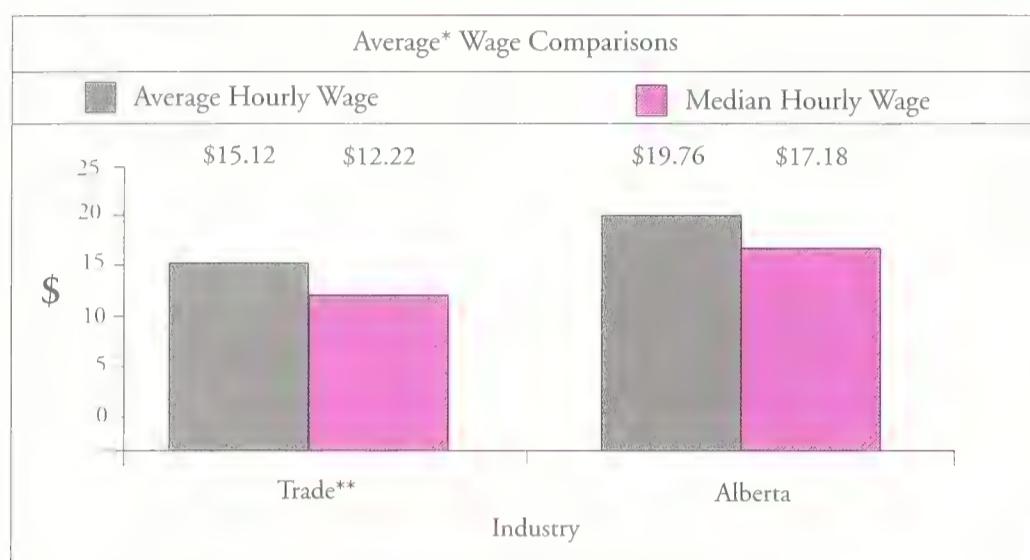
Some examples of occupations in the Retail Trade industry include Cashier, Direct Distributor, Optician, Pharmacist, Retail Store Manager.

Please visit [www.alis.gov.ab.ca](http://www.alis.gov.ab.ca) and click on **OCCinfo** for more information.

*Based on Statistics Canada Labour Force Historical Survey data and projections for the North American Industry Classification System (NAICS) major groups 44 and 45.*

# Wages

## Wage Comparisons



Data Source: Labour Force Historical Review 2005, Statistics Canada

\*Average represents the arithmetic mean

\*\*Trade includes both Wholesale and Retail Trade.

## Wages and Salaries for Selected Occupations

Occupation	Average* Hourly Wage			Overall Average Salary
	Starting	After Three Years	Top	
Pharmacists	\$38.12	\$37.88	\$40.54	\$75,830
Retail Trade Supervisors	\$12.39	\$15.00	\$17.28	\$28,927
Cashiers	\$7.49	\$8.98	\$11.73	\$14,238

Data Source: 2005 Wage and Salary Survey

\*Average represents the arithmetic mean

# Demographics

Age Characteristics	Alberta Employment		Retail Trade Employment	
	Number	%	Number	%
15-24 years	311,800	17.5%	72,500	34.2%
25-54 years	1,236,400	69.3%	116,200	54.8%
55 years and over	236,200	13.2%	23,200	10.9%

Data Source: Labour Force Survey Historical Review 2005, Statistics Canada

## Company Sizes and Types

Establishment Size	Alberta Businesses		Trade* Businesses	
	Number of Employees	%	Number of Employees	%
Less than 20 employees	505,700	35.0%	100,800	40.7%
20 to 99 employees	501,600	34.7%	95,700	38.7%
100 to 500 employees	278,200	19.2%	43,900	17.7%
Over 500 employees	161,200	11.1%	7,000	2.8%

Data Source: Labour Force Survey Historical Review 2005, Statistics Canada

\*Both Wholesale and Retail Trade are included



# Transportation and Warehousing Industry

This sheet will give you a quick snapshot of the industry. More complete information with the most recently updated statistics, reports and links of interest can be found at [www.hre.gov.ab.ca/LMI-industry](http://www.hre.gov.ab.ca/LMI-industry).

## Transportation and Warehousing at a Glance

The dynamic Transportation and Warehousing industry employs 6.0% of all working Albertans – approximately 106,900 people – with average annual growth of 2.0% expected between 2005 and 2010. Projections estimate that 6.2% of all new jobs in Alberta will be in this sector,

employing 119,897 people by 2010. Currently women comprise 27.8% of the total employed transportation and warehousing workforce while men make up 72.2%.

Source: Labour Force Survey Historical Review 2005, Statistics Canada; Alberta Modified COPS Outlook (2005-2010)

## Industry Outlook

The Alberta Economic Development Authority predicts that growth in the Transportation industry will be highest for trucking and air, followed by rail. With over 9,000 jobs expected to be created in the Motor Vehicle and Transit Driver occupation, supply shortages of Transportation Officers, Controllers and Other Transport Equipment Operators are expected every year between 2005 and 2015.

Warehousing and logistics is a growing sector in Alberta that is expected to stay strong due to the province's buoyant economy and central geographic location. These are also factors in the Alberta Motor Transport Association's forecast of \$7.0 billion worth of transportation traffic between Alberta and the United States by 2013 – double current levels. Both sectors are looking to new technologies to enhance productivity and competitiveness.

## Important News and Updates

There is a critical shortage of truck drivers and the situation is expected to become worse. Currently, Alberta is considering mandatory educational requirements for all truck drivers; a pilot project is in the works.

For the most current industry news and information, visit [www.hre.gov.ab.ca/LMI-industry](http://www.hre.gov.ab.ca/LMI-industry).

## Positions and Employment Types

The Transportation and Warehousing industry includes companies that warehouse goods, or that transport passengers and/or goods by rail, water, air, road or pipeline.

Some examples of occupations in the Transportation and Warehousing industry include Airline Pilot, Taxi Driver, Warehousing Professionals, Letter Carrier and Truck Driver.

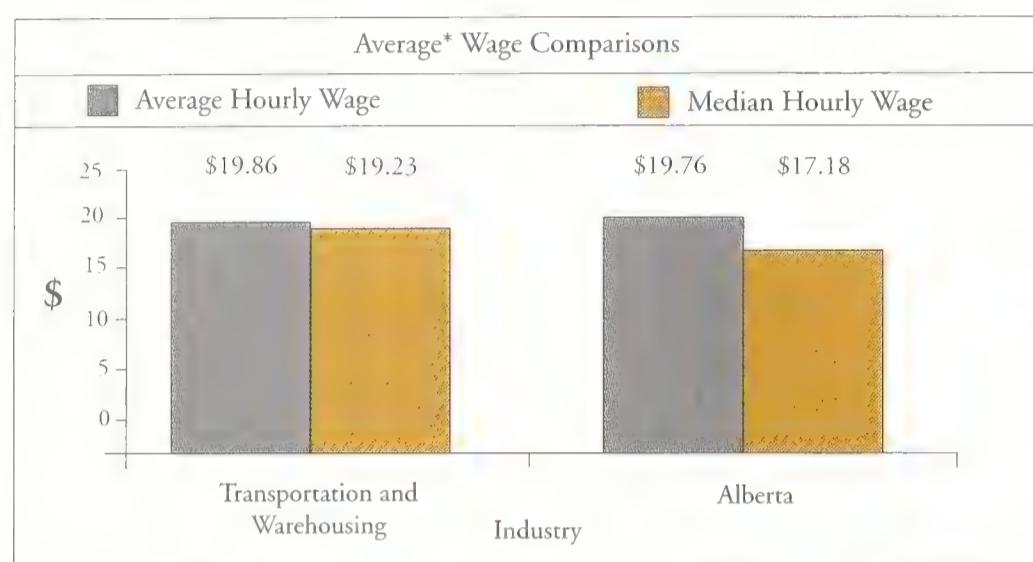
Please visit [www.alis.gov.ab.ca](http://www.alis.gov.ab.ca) and click on OCCinfo for more information.

Based on Statistics Canada Labour Force Historical Survey data and projections for the North American Industry Classification System (NAICS) major groups 48 and 49.



# Wages

## Wage Comparisons



Data Source: Labour Force Historical Review 2005, Statistics Canada

\*Average represents the arithmetic mean

# Demographics

Age Characteristics	Alberta Employment		Transportation and Warehousing Employment	
	Number	%	Number	%
15-24 years	311,800	17.5%	9,000	8.4%
25-54 years	1,236,400	69.3%	82,100	76.8%
55 years and over	236,200	13.2%	15,700	14.7%

Data Source: Labour Force Survey Historical Review 2005, Statistics Canada

## Wages and Salaries for Selected Occupations

Occupation	Average* Hourly Wage			Overall Average Salary
	Starting	After Three Years	Job	
Transportation Managers	\$21.12	\$26.37	\$29.12	\$60,224
Truck Drivers	\$16.38	\$19.55	\$22.47	\$50,969
Material Handlers	\$12.41	\$14.71	\$16.89	\$30,533
Bus Drivers and Subway and Other Transit Operators	\$11.40	\$12.22	\$14.19	\$13,936

Data Source: 2005 Wage and Salary Survey

\*Average represents the arithmetic mean

# Company Sizes and Types

Establishment Size	Alberta Businesses		Transportation and Warehousing Businesses	
	Number of Employees	%	Number of Employees	%
Less than 20 employees	505,700	35.0%	22,700	26.0%
20 to 99 employees	501,600	34.7%	31,100	35.6%
100 to 500 employees	278,200	19.2%	19,500	22.3%
Over 500 employees	161,200	11.1%	13,900	15.9%

Data Source: Labour Force Survey Historical Review 2005, Statistics Canada



# Utilities Industry

This sheet will give you a quick snapshot of the industry. More complete information with the most recently updated statistics, reports and links of interest can be found at [www.hre.gov.ab.ca/LMI-industry](http://www.hre.gov.ab.ca/LMI-industry).

## Utilities at a Glance

Alberta's Utilities industry employs 0.7% of all working Albertans – approximately 13,200 people – with average annual growth of 0.5% expected between 2005 and 2010. Projections estimate that 0.2% of all new jobs in Alberta will be in this sector, employing 13,366 people by 2010.

Currently women comprise 35.6% of the total employed utilities workforce while men make up 64.4%.

Source: Labour Force Survey Historical Review 2005, Statistics Canada; Alberta Modified COPS Outlook (2005-2010)

## Industry Outlook

The Alberta Occupational Demand and Supply Outlook forecasts a supply shortage for Managers in the Utilities industry every year between 2005 and 2015.

Private investment in Alberta's restructured markets has created a healthy, consumer-driven environment, paving the way for exploration of new and renewable energy resources. The City of Calgary has set a long-term goal of obtaining 75% of the electricity needed for its municipal government operations from renewable resources.

## Important News and Updates

Windpower is an alternative energy source receiving a lot of attention in Alberta. There is an increase in investment from all levels of government to establish pilot projects for renewable energy sources.

For the most current industry news and information, visit [www.hre.gov.ab.ca/LMI-industry](http://www.hre.gov.ab.ca/LMI-industry).

## Positions and Employment Types

The Utilities industry in Alberta includes organizations involved in the generation, transmission and distribution of electric power and/or natural gas, as well as water, sewer and irrigation systems.

Some examples of occupations in the Utilities industry include Gas Utility Operator, Utility Clerk, Water and Wastewater Treatment Plant Operator, Power Lineman and Power System Electrician.

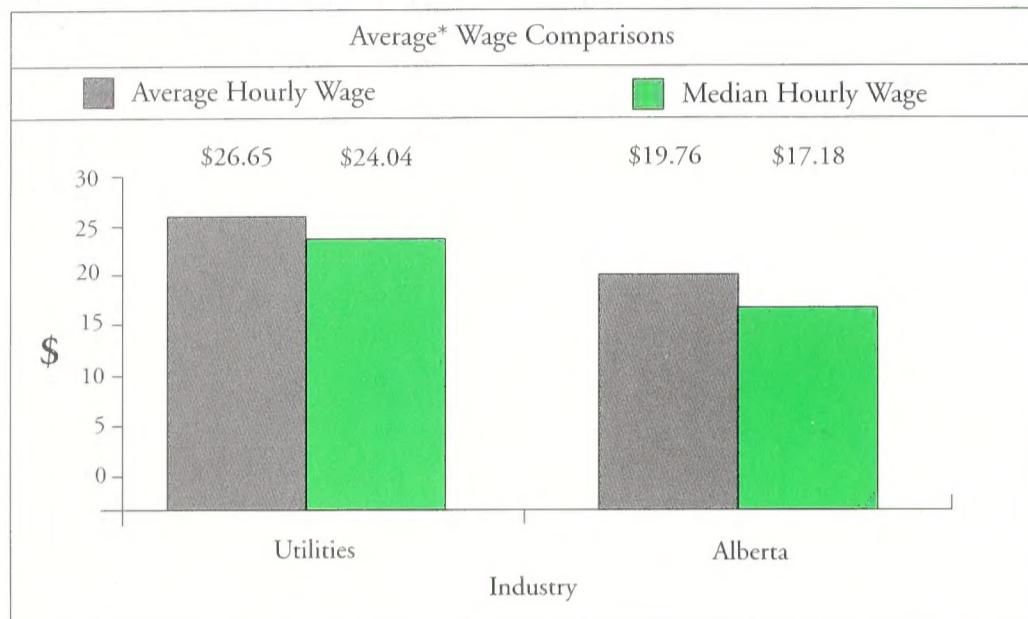
Please visit [www.alis.gov.ab.ca](http://www.alis.gov.ab.ca) and click on **OCCinfo** for more information.

*Based on Statistics Canada Labour Force Historical Survey data and projections for the North American Industry Classification System (NAICS) major group 22.*



# Wages

## Wage Comparisons



Data Source: Labour Force Historical Review 2005, Statistics Canada

\*Average represents the arithmetic mean

## Wages and Salaries for Selected Occupations

Occupation	Average* Hourly Wage			Overall Average Salary
	Starting	After Three Years	Top	
Senior Managers (Goods Production, Utilities, Transportation and Construction)	N/A <sup>†</sup>	N/A <sup>†</sup>	\$68.14	\$120,613
Utilities Managers	N/A <sup>†</sup>	\$27.99	\$34.60	\$60,223
Waterworks and Gas Maintenance Workers	\$17.16	\$20.58	\$26.16	\$49,660

Data Source: 2005 Wage and Salary Survey

\*Average represents the arithmetic mean

<sup>†</sup>N/A is reported in instances of insufficient sample size

# Demographics

Age Characteristics	Alberta Employment		Utilities Employment	
	Number	%	Number	%
15-24 years	311,800	17.5%	N/A <sup>†</sup>	N/A <sup>†</sup>
25-54 years	1,236,400	69.3%	10,600	80.3%
55 years and over	236,200	13.2%	1,500	11.4%

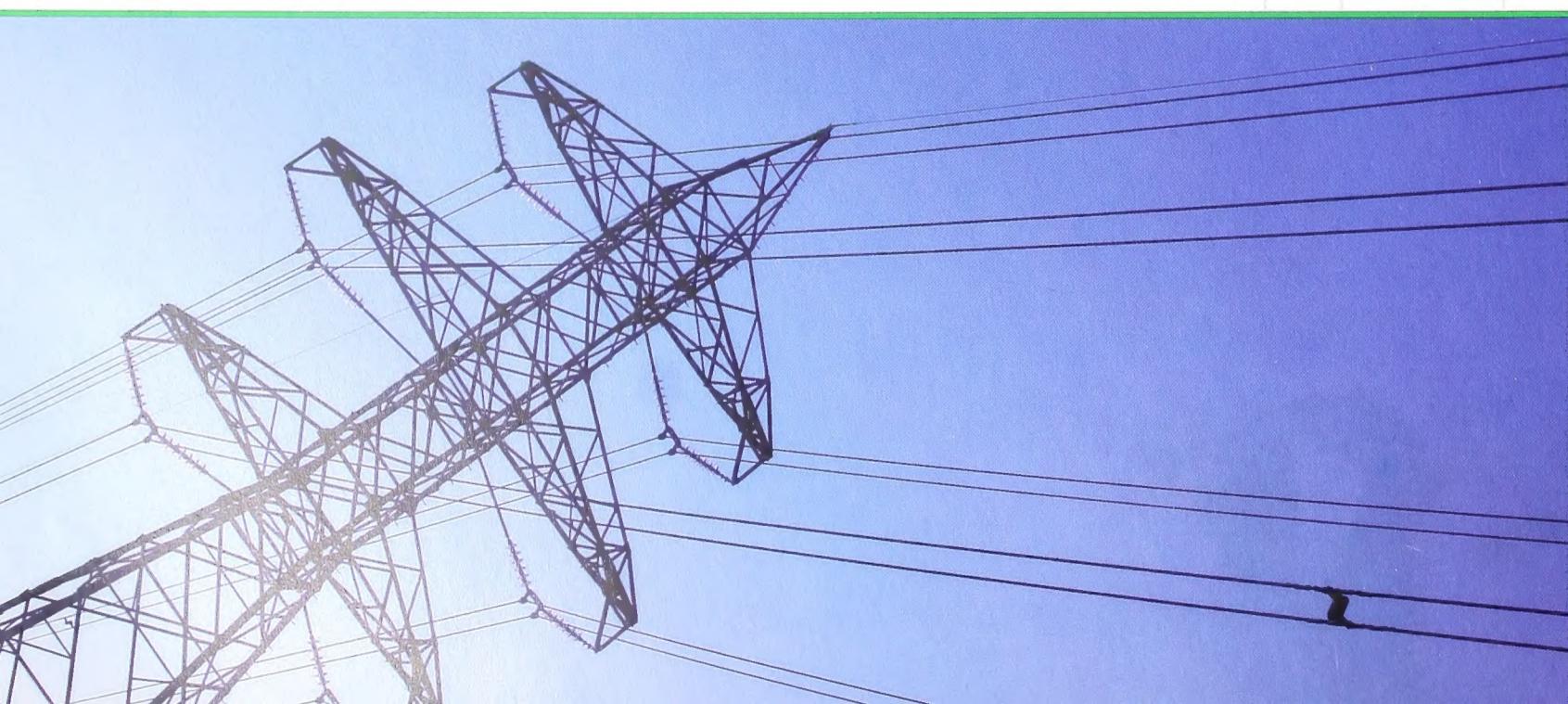
Data Source: Labour Force Survey Historical Review 2005, Statistics Canada

<sup>†</sup>N/A is reported in instances of insufficient sample size

# Company Sizes and Types

Establishment Size	Alberta Businesses		Utilities Businesses	
	Number of Employees	%	Number of Employees	%
Less than 20 employees	505,700	35.0%	2,800	21.7%
20 to 99 employees	501,600	34.7%	3,300	25.6%
100 to 500 employees	278,200	19.2%	3,700	28.7%
Over 500 employees	161,200	11.1%	3,100	24.0%

Data Source: Labour Force Survey Historical Review 2005, Statistics Canada



# Wholesale Trade Industry

This sheet will give you a quick snapshot of the industry. More complete information with the most recently updated statistics, reports and links of interest can be found at [www.hre.gov.ab.ca/LMI-industry](http://www.hre.gov.ab.ca/LMI-industry).

## Wholesale Trade at a Glance

Alberta's Wholesale Trade industry currently employs 3.7% of all working Albertans – approximately 66,500 people – with average annual growth of 1.6% expected between 2005 and 2010. Projections estimate that 3.0% of all new jobs in Alberta will be in this sector, employing 71,138 people by 2010.

Currently women comprise 26.6% of the total employed wholesale trade workforce while men make up 73.4%.

Source: Labour Force Survey Historical Review 2005, Statistics Canada; Alberta Modified COPS Outlook (2005-2010)

## Industry Outlook

The Scotiabank Group sees continued growth in the Wholesale Trade industry and predicts that energy projects will continue to attract major investment, benefiting service companies that cater to these mega projects.

The Alberta Occupational Demand and Supply Outlook forecasts a supply shortage for Sales Representatives for every year between 2005 and 2010, and for Technical Sales Specialists from 2006 to 2015.

## Important News and Updates

The shortage of truck drivers is greatly affecting the Wholesale Trade industry, as there are less people to transport the materials being produced. The province is looking into extending the amount of education required to become a certified truck driver, but nothing has been finalized to date.

For the most current industry news and information, visit [www.hre.gov.ab.ca/LMI-industry](http://www.hre.gov.ab.ca/LMI-industry).

## Positions and Employment Types

The Wholesale Trade industry in Alberta includes wholesaler-distributors, agents and brokers of goods ranging from farm and food products to petroleum products, machinery, parts and equipment.

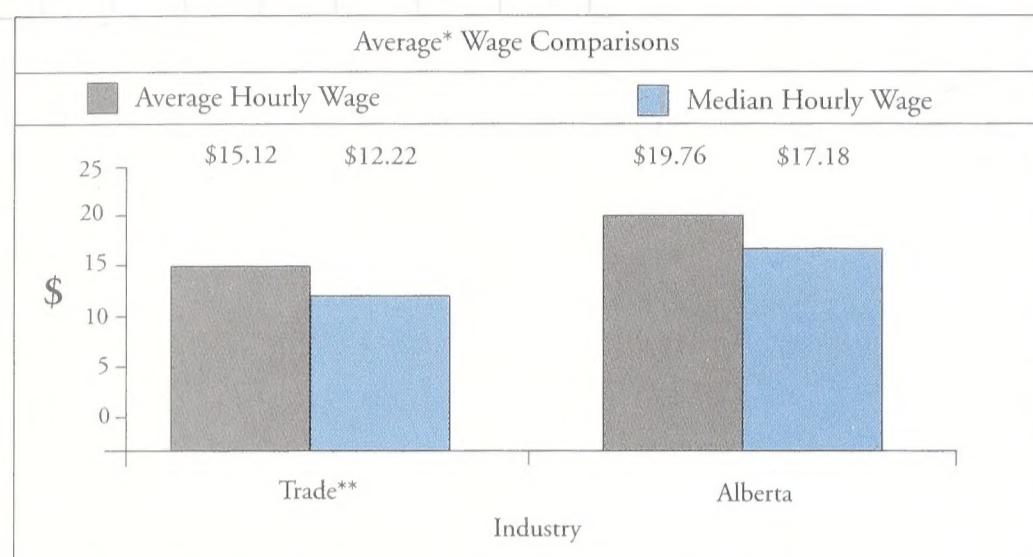
Some examples of occupations in the Wholesale Trade industry include Shipper and Receiver, Technical Sales Representative, Truck Driver, Direct Distributor and Auctioneer.

Please visit [www.alis.gov.ab.ca](http://www.alis.gov.ab.ca) and click on OCCinfo for more information.

*Based on Statistics Canada Labour Force Historical Survey data and projections for the North American Industry Classification System (NAICS) major group 41.*

# Wages

## Wage Comparisons



Data Source: Labour Force Historical Review 2005, Statistics Canada

\*Average represents the arithmetic mean

\*\*Wages include both Wholesale and Retail Trade

## Wages and Salaries for Selected Occupations

Occupation	Average* Hourly Wage			Overall Average Salary
	Starting	After Three Years	Top	
Senior Managers (Trade, Broadcasting and Other Services, n.e.c.**)	N/A <sup>†</sup>	\$37.97	\$42.89	\$89,444
Purchasing Agents and Officers	\$17.19	\$20.74	\$33.84	\$49,377
Cashiers	\$8.24	\$10.33	\$14.86	\$15,415

Data Source: 2005 Wage and Salary Survey

\*Average represents the arithmetic mean

\*\*Not elsewhere classified

<sup>†</sup>N/A due to insufficient response

# Demographics

Age Characteristics	Alberta Employment		Wholesale Trade Employment	
	Number	%	Number	%
15-24 years	311,800	17.5%	8,200	12.1%
25-54 years	1,236,400	69.3%	50,400	75.8%
55 years and over	236,200	13.2%	7,900	11.9%

Data Source: Labour Force Survey Historical Review 2005, Statistics Canada

## Company Sizes and Types

Establishment Size	Alberta Businesses		Trade* Businesses	
	Number of Employees	%	Number of Employees	%
Less than 20 employees	505,700	35.0%	100,800	40.7%
20 to 99 employees	501,600	34.7%	95,700	38.7%
100 to 500 employees	278,200	19.2%	43,900	17.7%
Over 500 employees	161,200	11.1%	7,000	2.8%

Data Source: Labour Force Survey Historical Review 2005, Statistics Canada

\*Both Wholesale and Retail Trade are included in these numbers

